

Associated IT Business Systems Analyst Associated IT Business Systems Analyst Associated IT Business Systems Analyst - Medtronic Minneapolis, MN Work Experience Associated IT Business Systems Analyst Medtronic - Mounds View, MN August 2018 to Present Manage change order processes in Agile for MSCM documentation changes Create and distribute bi-annual MSCM satisfaction survey utilizing Qualtrics Collect findings and analyze results from survey and communicate to stakeholders Collaborate with team members in regulatory review and quality management systems process maintenance Maintain large sets of IT Data and export data through requests Contract Training Logistics Coordinator 3M - Maplewood, MN May 2018 to August 2018 Manage large amounts of client data for SAP deployment Utilize SAP to run reports and assign training to employees Analyze data in Excel to determine business roles and training status of employees Schedule on and off-site training sessions while maintaining data sets Communicate with management teams regarding questions or issues while solving them Contract Client Project Manager Thomson Reuters - Eagan, MN January 2018 to April 2018 for Find Law Department Lead and manage the development of client/law firm websites Coordinate the project's development phases through collection of deliverables and communication among the clients and internal staff within strict timelines Utilize company programs to fulfill all workflow requirements Adapt to diverse client groups and resolve any conflicts that may arise during project development Document all correspondence among clients and account managers Contract Marketing Analytics Coordinator Medtronic - Fridley, MN January 2017 to September 2017 Create marketing business reviews requested by physicians and sales representatives for medical centers nationwide while managing communication and logging their requests Utilize programs including Business Objects, PowerPoint, Excel, and Spotfire to retrieve and query Medtronic patient data to create requested business reviews Assist in the production of a new Spotfire dashboard data reporting tool, alongside marketing managers, to complete business reviews in a more standard, efficient manner Complete various marketing projects within strict timelines for the Deep Brain Stimulation Department Contract Project Coordinator for Course Materials Team Capella University - Minneapolis, MN October 2015 to December 2016 Work along stakeholders to maintain initiatives

and projects for the Course Materials Team Assist in relationship management with vendors
Perform and support projects and processes for various teams including course materials, course development, and advising Act as point of contact for online user experience learner issues by consulting and implementing solutions Classroom/Student Services Coordinator ITT Tech / Benchmark Learning - Eden Prairie, MN May 2014 to October 2015 Utilize SSRS to pull student reports data and work with courseware coordinator to setup classrooms properly Assist in completing company projects utilizing Microsoft Excel and other programs Work with project coordinator to students as leads and contacts into Microsoft CRM database for private classes Assist in preparation for bi-annual MindSurf and TechFuse Conference Education Bachelor of Liberal Studies in Behavioral Science University of Wisconsin - Eau Claire, WI Skills Goal-oriented, Self-starter, Scheduling, Outlook Additional Information KEY SKILLSETS Goal-oriented and timely project completion Self-starter Adaptable Hard-working Effective communicator Highly effective with organizing and prioritizing workflow tasks

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