

CLARISSA ATIENZA

p. (780) 238-1884 e. atienza.c@gmail.com s. [linkedin.com/in/clarissaatienza/](https://www.linkedin.com/in/clarissaatienza/)

December 17, 2020

Simply Green Home Services

Re: Business Analyst

Dear Hiring Committee,

I am writing in reply to the Business Analyst position as listed on Indeed.ca. Combining my background in human resources and my recent transition into business analysis, I bring together strong analytical and problem-solving skills, and the interpersonal relationship skills to effectively communicate solutions and priorities.

As a Junior Business Analyst with CGI over the last two years, I established a reputation as an enthusiastic, adaptable team-player with the ability to capture detailed documentation and facilitate meetings from workshops to regular Scrums. From jumping into a large migration project and quickly becoming a trusted assistant to my project manager, to becoming the only robotic process automation-specialized BA in my office, my can-do attitude and natural curiosity helped me to bridge the gap between my clients and our internal dev teams.

In my first project, I quickly learned to identify and communicate possible risks and problems – especially important considering the large number of teams and deadlines involved – and leveraged my excellent communication skills to help keep all teams informed and moving towards our common objective. In my most recent projects, I balanced 3 concurrent RPA pilots, relying on my organizational skills and discipline to keep my tasks on-time and communicate quickly when extensions were needed.

During both my work as an RPA business analyst and in some of my HR jobs in my first career, I became adept at mapping out systems and processes. Most recently, this included working with a manufacturing client to identify integration points between various legacy systems and their main ERP, alongside mapping and documenting various manual processes, for automation.

This opportunity speaks to me not only on a professional level, but also on a personal one. Recently, I have taken a volunteer board position with Climate Action Edmonton, a non-profit that is focusing on bringing deep-energy retrofit technology to Canadian homeowners. In recent years, I have begun seeking out opportunities to work for companies with sustainability in mind and Simply Green Homes Services fits that bill. It would be an honour to join your team in providing more Canadians with environmentally friendly, energy-efficient ways to stay comfortable year-round.

I look forward to chatting with you at your earliest convenience to arrange an interview. You can reach me at (780)238-1884 or atienza.c@gmail.com.

Best regards,



Clarissa Atienza
(780) 238-1884

Disciplined | Analytical | Curious