Aaliyah J. Lewis

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SUMMARY OF QUALIFICATIONS

- 2 years of professional experience as Business Systems Analyst & Financial Control Analyst with focus in business software and systems
- In depth understanding of project lifecycle, including all phases of system and software development
- Positive and energetic worker with a diverse education and strong background in technology
- Strong problem-solving as well as being task-oriented and results driven
- Highly objective and conscientious regarding details and timelines
- Excellent inter-personal skills

EDUCATION

Old Dominion University, Norfolk, VA   Dec 2018
Bachelor of Science in Business Administration
Major: Information Systems and Technology
Minor: Maritime and Supply Chain Management/Business Analytics
GPA: 3.25/4.0
Dean's List: Spring 2017, Fall 2016, Fall 2015, & Fall 2014

TECHNICAL SKILLS

- **Methodologies:**   Agile (Scrum), SDLC
- **Applications**:   SAP, SAS, Microsoft Office
- **Excel:**   PowerPivot, Solver, VLOOKUP's
- **Databases:**   MySQL, Oracle 11g, (Joins, Creating tables)
- **Programming:**   SQL, Java, C++, VBScript
- **Web Technologies:**   HTML
- **Platforms:**   Windows, Mac

CERTIFICATIONS

- Certified Associate in Project Management (CAPM)   Sept 2019 – Sept 2024

PROFESSIONAL AFFILIATIONS

- PMI (Project Management Institute)   Sept 2018
- ISPMP (Information Systems & Project Management Professionals)   Spring 2018
- Beta Alpha Psi   Spring 2017
- Women in Computing Club   Jan 2015 – May 2016

PROFESSIONAL EXPERIENCE

ZIM Integrated Shipping Services, Norfolk, VA   Jan 2019 - Present
Financial Control Analyst

- Analyze and review financial statements and sales revenues, costs, expenses, and tariff rates for all business units of leading process automation company.
- Validate new contract and tariff rates entered into the system.
- Develop detailed spreadsheets to identify trends and develop forecasts.
- Consolidate and analyze monthly results and budgets to recover non-manifested expenses.
- Conducted quantitative analysis of financial data to forecast revenue, identify future trends, and assess the risk.
- Developed comprehensive reports, abstracts, and charts for departments to use to better their individual processes.
- Trained employees on reports and programs within the systems.
- Created training manuals on reports.
- Created templates for departments to use for business processes.

DSW, Virginia Beach, VA   Apr 2018 – Jun 2019
Cashier/Sales Associate

- Help convert majority of the customers into reward members
- Assist customers with product selection and promoted additional products
- Packaged customer online purchases in an organized fashion

- Effectively utilized resources to successfully complete projects
- Performed store recovery in down time
- Maintained an awareness of all promotions, and advertisements

MDV/Spartan Nash   May 2017 – Dec 2017
Intern, Business Systems Analyst
- Collected data utilizing SQL and offered suggestions on the company's decision support system
- Worked closely with manager to analyze & understand Business requirements; Gathered user functional and non-functional requirements & translated the requirements into User Stories
- Read code to find where changes to the business would affect the system
- Created queries to help better business user's day to day processes
- Assisted developers with changes and tested business processes
- Created project documents such as scope document, schedule and budget
- Presented project findings and results to key stakeholders

Navy Exchange, Norfolk, VA   Aug 2016 - May 2017
Cashier- Checker
- Checked for proper government Identification
- Assisted training new employees on register processes
- Received and processed all payments according to standard procedures
- Used proper procedures to open and close registers at the beginning and end of every shift

Radford University, Radford, VA   Jan 2016 – May 2016
Work Study Student – Financial Aid Office
- Answered questions via telephone and in person regarding financial aid
- Utilized "Banner" directory software to find information about students
- Identified student's needs, answered questions and provided solutions/alternatives to issues
- Always maintained up to date records

PROJECTS

- **System Design and Implementation:** Mapped out a system by making use case, activity, sequence, and state machine diagrams using UML software
- **Business Intelligence:** Used SAS software to create joins and graphs to analyze and sort statistical data
- **Business Analytics:** Used Solver to solve optimization problems and PowerPivot to compare data
- **Programming:** Created a Ping Pong game using the java programming language