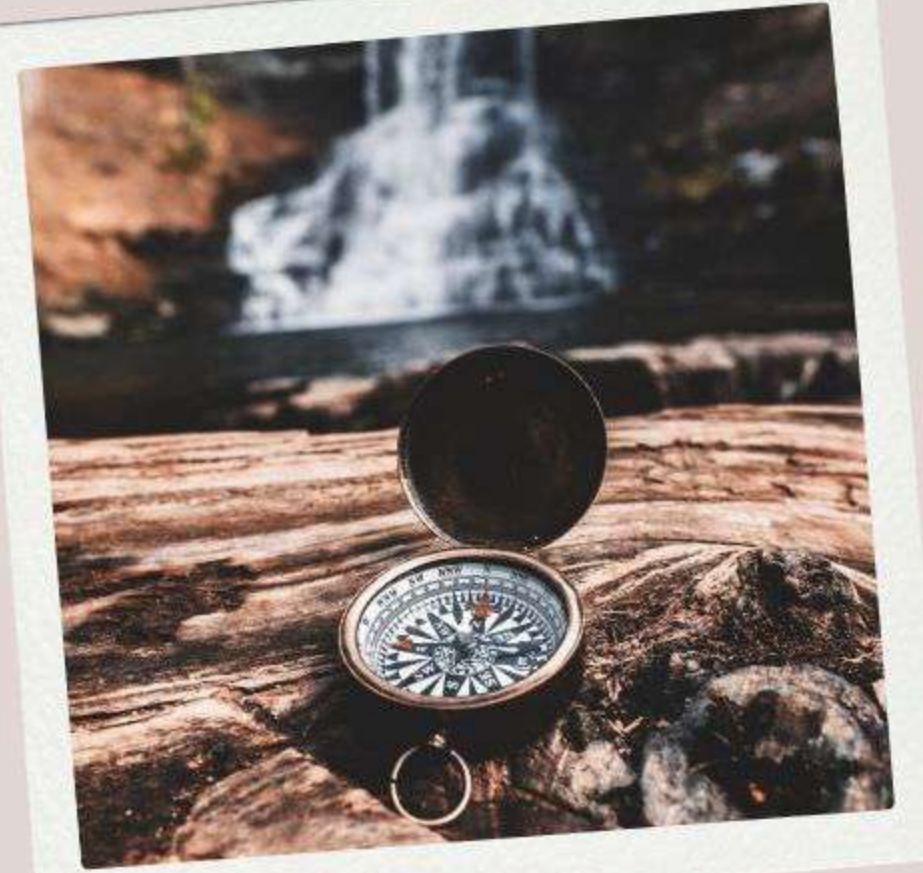# DANA MENA
Business Analyst Portfolio

Welcome!

More than just a portfolio—think of this as my BA Superpower Handbook! Here, I showcase my skills, methodologies, tools, and tips to solve Business Analysis puzzles every day.

What You'll Find Here

Your Guide to My BA Superpowers!

👋 About Me – A quick intro to my career journey and passions.

🔍 What is a BA? – A breakdown of what a Business Analyst actually does.

🛠️ My Work in Action – A showcase of methodologies and approaches (with templates!).

🦸 My BA Toolkit – Tools I use for project management, data, visualization, prototyping & more!

🚀 Career Growth & Transferable Skills – BA career paths & key skills for growth.

🤝 Let's Connect! – Open to networking, collaboration & new opportunities.

Let's dive in!

About Me

Hi! 👋 I'm Dana

I've worked on diverse **projects** across multiple **industries**—Automotive, Manufacturing, Finance, Transportation, Government, and Education—taking on **roles** such as L1-L2 support, application support, development, customer service and teaching.

Through these experiences, I gradually carved my path into **Business Analysis**, where I found the perfect match for my skills and passions in the IT World. 🌍

Why Business Analysis?

◆ I love organizing and simplifying information—keeping things structured and efficient.

◆ I thrive on sharing knowledge, solving problems, and helping teams toward better solutions.

◆ I enjoy analyzing complex challenges, explaining concepts, and continuously learning.

As a BA <u>I can do all this</u> + being part of a team to drive meaningful change!!

If you're not quite sure what a BA role entails...

What is a Business Analyst?

I 🩵 this simple & clear definition

A Business Analyst's role is basically to bring clarity.
Every BA deliverable, technique, or activity should aim to bring clarity to these key concepts:

📍 Context – The environment and situation
🎯 Need – The problem or objective
👥 Stakeholders – Who is impacted
🔄 Change – What must be different
🛠️ Solution – How to achieve the change
💡 Value – The benefit of solving the need

In other words:
We analyze, document, and improve processes collaborating to create and deliver better products and services.

My Work in Action! 🎬

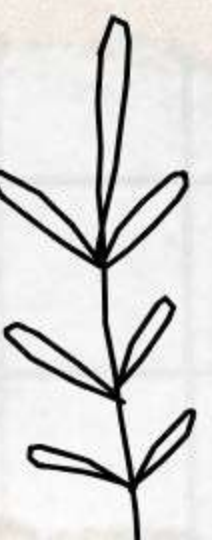## So, let's dive into the deliverables we just mentioned!

As BAs, we turn analysis into **actionable outcomes**—here are some key deliverables we help shape:

📖 User Stories – Defining functionality or quality from a user's perspective.

📝 Business Requirements – Describing why a change has been initiated and how success will be assessed.

🎭 Use Cases – Describing how users interact with a system to achieve a goal.

✅ UATs – Assessing whether the solution meets stakeholder needs.

🔄 Process Models – Visualizing workflows and potential optimizations.

⚖️ Impact Analysis – Assessing how a change affects stakeholders and systems.

💡 **Want to see real examples?**
Explore my templates and resources—link available at the end!

How Do We Do What We Do?

A BA's power comes mainly from two things:
🧠 Critical Thinking + ⚒️ The Right Tools

My BA Toolkit

📌 Project Management – Jira, Azure DevOps, Notion (Tracking work & collaboration)

📊 Data & Visualization – SQL, Excel, Visio, Draw.io (Making sense of data & processes)

✨ Test Automation – Agile Designer (Streamlining test case creation)

🎨 Prototyping & Design – Balsamiq, Figma (Visualizing ideas & user flows)

📄 Documentation & Workshops – Microsoft Suite, Google Suite, Confluence, Canva (Writing & sharing knowledge)

🤖 ChatGPT – My Digital Assistant! I use it to organize ideas, plan, check grammar, find resources, and more.

💡 **Want to explore these tools?**
Find resources & tutorials —link available at the end!

My BA Toolkit

Key Skills Beyond Tech

Enhance Communication Non Stop!

Clear communication is **everything**! Training your brain to process, structure, and express information effectively will elevate your work as a BA—and improve your daily life.

Learn English Non-Stop!!
(For Non-Native Speakers Like Me!)

Mastering English was one of my biggest challenges—here's what helped me the most:

✔️ 1:1 Training – The best investment I ever made.

📚 Read Everything in English – Books, articles, technical docs.

🎧 Listen to Podcasts & Watch Movies – Start with subtitles, then remove them.

🗣️ Speak, No Shame! – Express yourself even if it's not perfect—progress matters!

💡 **Want to improve your communication skills?**
Find free resources, tips & tools —link available at the end!

Career Growth & Transferable Skills

The BA role isn't always a distinct position—
Depending on the organization, its tasks may be handled by developers, project managers, or other roles.
However, <u>BAs develop highly transferable skills</u> that make it easy to transition into many different career paths or even explore non-traditional roles.

Key Transferable Skills
🧠 Critical Thinking & Problem-Solving
💬 Communication & Stakeholder Management
🔄 Agile & Project Management Methodologies
📈 Data Analysis & Visualization
⚙️ Process Improvement & Automation
📅 Organization & Time Management
💡 Customer Success & Experience
✍️ Writing & Documentation
🎨 Design & User Experience

Career Growth & Transferable Skills

The key is to showcase your value while staying true to what you love!

Let's explore a bit the 3 more traditional paths Where can a BA Go? What are you good at? What do you enjoy most?

📅 Project
Execution & Delivery

Project/Program Management
🔹 Skills: Coordination, deadlines, leadership

🏗️ Technology
IT Strategy & Systems

Enterprise Architecture
🔹 Skills: Tech strategy, system design, data flows

🎯 Product
Vision & Strategy

Product Owner/Product Management
🔹 Skills: UX, roadmaps, customer focus

💡 **My Personal Growth Plan:** For example I love customer focus, UX/UI, design, writing, and creating value, so I see myself transitioning towards **Product Ownership!** 🚀 That's why I pursued my Scrum Product Owner certification

I truly hope this added value to you! 💙

If you feel inspired and connected...

LET'S CONNECT!

🦋 Let's keep the conversation going collaborate and grow together!

LinkedIn: <u>danamena</u>
Email: <u>danamena@gmail.com</u>
GitHub: <u>danamena</u> (ba-essentials repo)

Find all my BA secrets here!

A caterpillar doesn't need a miracle to fly —it needs a process. And so do we. Let's keep shaping our path to fly!

Dana Mena