

First Last

Business System Analyst

Business systems analyst with 10 years of experience in supporting enterprise-level solution development via the top-most caliber of needs analysis, requirements definition, functional/technical specification, application testing, and post-implementation support. Key achievement: Recognized for contributing to RW's success after initiating custom software design that increased efficiency by 49% and cut daily operations cost by 79%.

WORK EXPERIENCE

Business System Analyst

November 2015 – Present

Resume Worded, New York, NY

- Recognized for contributing to RW's success after initiating custom software design that increased efficiency by 49% and cut daily operations cost by 79%.
- Developed Informatica conversion scripts for RW's accounting transactions, reducing month-end close cycle time from 2 months to a little over 5 days.
- Streamlined all marketing functions by implementing a Sales Info System that managed business relationships with 2K customers, increasing monthly sales by 55% for 11 consecutive months.
- Received recognition award for efficiently optimizing technology and reducing costs by 76% while maintaining quality service simultaneously.

HR Business Analyst

June 2013 – October 2015

Growthsi, San Francisco, CA

- Slashed the cost of employee turnover by 72% through employer branding initiatives, online recruitment videos, and outreach programs.
- Evaluated workflow processes in the HR department to propose improvements that increase business efficiency by 86% QoQ.
- Enlightened 300 Growthsi employees on the benefits of working within union shops, helping the company save \$1M by shifting work to non-union status.
- Surpassed productivity goals every quarter with only 3.5% absenteeism over 9 months, achieving top performance rating among other colleagues.

Business Development Coordinator

June 2010 – January 2013

Resume Worded's Exciting Company, New York, NY

- Championed the creation of a new business line, which resulted in recurring revenue of 50% within 6 months of implementation.
- Identified and launched new solutions that streamlined business processes by initiating a new project that increased profitability by \$1M YoY.
- Negotiated a new 5-year contract with 2 major RVEC clients, increasing company revenue by \$1 million.
- Generated \$100K in new business revenue by cross-selling products to 450 existing clients.

CONTACT

- Seattle, WA (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

SKILLS

Technical Skills:

- Balsamiq, (Advanced)
- Wrike (Experienced)
- Rational Requisite Pro
- Version One Lifecycle
- CRM Systems

Techniques:

- Workflow Management Systems
- ERP Systems
- Business Intelligence and Analytics

Tools and Software:

- Cognos
- Hyperion
- Business Objects
- SAS
- Microsoft Office Suite

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EDUCATION

Resume Worded University

Bachelor of Science

Business Administration

Boston, MA – May 2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- Certified Business Analysis Professional (CBAP).
- Certified Information Systems Auditor (CISA).
- Certified in Risk and Information Systems Control (CRISC).