

# First Last

## Junior Business Analyst

Business analyst with 10 years of experience in business analysis, file processing, business process documentation, system testing, requirement gathering, and data analysis. Key achievements: collaborated with the sales team to create a new system that improved customer satisfaction by 60% YoY. Provided analysis for a \$500K business enterprise for the successful launch of 15 new projects in Q1, 2014.

### WORK EXPERIENCE

#### Junior Business Analyst

November 2015 – Present

Resume Worded, New York, NY

- Assisted with developing 14 new products, which resulted in a revenue of \$950K within 5 weeks of launch.
- Developed an automated reporting tool tracking sales pipeline data across 11 channels, including web, email, and phone—this project reduced time spent on manual entry from 72 hours per month to 30 minutes per week.
- Concocted an automated process that tracked and reported on key business metrics, increasing productivity by 80% the first time after 15 years.
- Collaborated with the sales team to create a new system that improved customer satisfaction by 60% YoY.

#### Cost Analyst

February 2013 – October 2015

Growthsi, San Francisco, CA

- Increased the company's ROI while reducing development time by 85% by studying change requests, determining issues, prioritizing, and devising solutions.
- Created monthly forecasts, PL statements, balance sheet reports, and cash flow statements for 100 HNIs using Crystal Reports.
- Helped develop cost estimates that generated a budget savings of \$182K by reducing the overhead as part of the company's corporate restructuring.
- Provided analysis for a \$500K business enterprise for the successful launch of 15 new projects in Q1, 2014.

#### Student Research Assistant

June 2010 – January 2013

Resume Worded's Exciting Company, New York, NY

- Collaborated with 400 research participants in 19 counties by complying with all ethical guidelines.
- Tracked down pertinent information from 1.5K sources by utilizing library and internet research.
- Coached 75 colleagues on using an electronic database search system to locate evidence-based educational articles.
- Streamlined the company's research process by developing an electronic database management program that saved 300 researchers over 2 weeks of manual labor per month.

### CONTACT

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

### SKILLS

#### Technical Skills:

- Consulting (Advanced)
- Integration (Experienced)
- Data Analysis
- Strategic Planning
- Testing

#### Industry Knowledge:

- Data Visualization
- Requirements Engineering
- Business Requirements

#### Tools and Software:

- SharePoint
- PRINCE2
- MySQL
- Microsoft Power BI
- ITIL

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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 Analyst.
- Certified ScrumMaster (CSM).
- Certified Associate in Project Management (CAPM).