



Kaitlyn Riley

Business

Details

Address

New York, NY
United States

Phone

917-678-5454

Email

kaitlyn_rianalyst@gmail.com

Skills

Business Development and Management

● ● ● ● ●

Leadership

● ● ● ● ●

Problem Solving

● ● ● ● ●

Attention to Detail

● ● ● ● ●

Interpersonal Skills

● ● ● ● ●

Finance and Accounting

● ● ● ● ●

Languages

English

● ● ● ● ●

Spanish; Castilian

● ● ● ● ●

French

● ● ● ● ●

Profile

Dedicated Business Analyst with a strong understanding of finance, operational proficiency, and business development. Adept in project management and trend analysis. Committed to gaining extensive knowledge of the structure, policies, and operations of an organization, to properly recommend solutions that improve business processes.

Employment History

Business Analyst, Lexagon

Jun 2019 — Present 📍 New York

- Steadily provide direct support to process improvement in customer service operations.
- Analyze, define, and develop complex business process methods to simplify and improve the customer experience for this busy recruiting firm of 80 associates.
- Work directly with business users to understand requirements and expectations, while making recommendations for business and process improvements.
- Research best business practices both internally and externally to establish benchmark data.
- Build test scripts to thoroughly test the accuracy of loaded data.
- Assist in the financial analysis and due diligence process for key projects, helping to cut costs by 40% in my first year of employment alone.
- Evaluate existing processes, and recommend optimal solutions and improvements.

Education

NYU, Leonard N. Stern School of Business, Bachelor of Science, Finance

Sep 2015 — May 2019 📍 New York

- Overall GPA: 3.65; Major GPA: 3.89

Internships

Business Technology Intern, Muher Technologies

Oct 2018 — Jun 2019 📍 New York