

Sample Junior Business Analyst CV

Isabella G. GARCIA
989 S. Woodrow Lane
Atlanta, GA 30125
Cell: 404-888-4539

Email: garcia.isabella@example.com

Summary of Objectives:

'A position as a Junior Business Analyst where I can make use of my technical and management skills in delivering effective business services in a major IT firm'.

Summary of Skills:

- In-depth knowledge of system development life-cycle, project planning techniques and information modeling techniques
- Advance technical knowledge with good understanding of business processes
- Comprehensive knowledge of presentation software, word processing software and spreadsheet
- Knowledge of computer service architectures, HTML and Internet research
- Excellent project management and critical thinking skills
- Good communicator, excellent interpersonal skills and ability to work effectively with less supervision
- Possess strong analytical and troubleshooting skills
- Ability to work under pressure with multitasking skills

Professional Experience:

Hay Yards Solutions, Georgina

June 2005 till date

Junior Business Analyst

- Responsible for generating innovative solutions to bridge the gap between business and IT
- Performs the tasks of gathering, analyzing and storing information
- Handles the responsibilities of analyzing and documenting business requirements
- Assist Senior Business Analyst in planning, designing, programming, testing and implementing client projects
- Responsible for generating accurate data on company performance, project expense, user behavior, and employment rates