

# BUSINESS ANALYST

from Resume Genius

## CONTACT

(123) 456-7895



VictoriaClark@gmail.com



45 Winfield Dr. Charleston,  
SC 90764



LinkedIn.com/in/username



## EDUCATION

B.A. BUSINESS MANAGEMENT  
*Cowell University, Chicago, IL*  
2013

A.A. INFORMATION  
TECHNOLOGY  
*Cowell University, Chicago, IL*  
2011

## KEY SKILLS

### Microsoft Office Suite



SQL Expert



Wrike and AtTask Proficient



EDI Standards and Processing



Agile Software Development



Team Leadership



## AWARDS

CUM LAUDE / 2013  
*Cowell University, Chicago, IL*

## RESUME OBJECTIVE

Business Analyst with over 5 years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company. Possess a B.A. in Business Administration and Certification of Competency in Business Analysis.

## PROFESSIONAL EXPERIENCE

### BUSINESS ANALYST

*Tellico / Boston, MA / 2016 - Present*

- Develop business architecture using requirements such as scope, processes, alternatives, and risks.
- Analyze client's business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
- Conduct 5+ levels of testing including functional, regression, user acceptance, integration, and performance to verify the client's needs are met
- Communicate client's business requirements by constructing easy-to-understand data and process models

### BUSINESS ANALYST

*Chantilly Charmane / Boston, MA / 2013 - 2016*

- Engage client to gather software requirements/business rules, and ensure alignment with development teams
- Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
- Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company on average \$5,000+.
- Identify and reconcile errors in client data to ensure accurate business requirements.
- Draft and maintain business requirements and align them with functional and technical requirements.