Richard Jec

Business Analyst

Strategic and results-driven Business Analyst with 10+ years of broad-based experience in business operations, account management, client relations, and new business development. Recognized as a visionary and creative thinker with strong analytical skills adept at conceptualizing solutions that align advanced analytics with business strategy to meet business objectives within acceptable levels of risk. Equipped with excellent communication skills, work ethics, and possesses a strong sense of leadership with a commendable record of accomplishment.

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SKILLS AND COMPETENCIES

- Data Gathering & Analysis
- Financial Structures
- Business Process Improvement
- Strategic & Business Planning
- Statistical Method & Techniques

- ISO Quality Management
- Communications Strategies
- Risk Analysis & Decision Making
- Critical & Analytical Thinking
- Quantitative & Qualitative Research

PROFESSIONAL EXPERIENCE

Business Analyst
ADCD International

08/2018 – Present   *Long Island City, NY*

- Conduct business process analysis and identify critical issues and gaps for an established organizational process.
- In charge of the ISO 9001:2015 Quality Management System biannual internal and external audits.
- Develop a roadmap for short and long-term work, manage prioritization, and monitor the work to meet objectives.
- Manage projects and create a detailed business process roadmaps for the largest single capital project.
- Work with stakeholders to design the roadmap and measure production values ensuring cost-efficient processes.
- Work with subject matter experts and managers to design advanced analytics that supports energy delivery and applying the appropriate statistical modeling techniques utilizing various platforms and applications to store data
- Create and implement simple statistical models such as logistic regression or forecast modeling to identify risks.

Business Analyst
Proximity International

10/2014 – 07/2018   *Long Island City, NY*

- Developed business plans, determine Key Performance Indicators (KPI) and coordinate the measurement result.
- Analyzed qualitative and quantitative data to uncover competition and industry information to drive the business revenue.
- Gathered information, analyzed new products and services, and allocated relevant data to different departments.
- Conducted evaluation of organization's workflows, implemented process improvements on Microsoft SharePoint to optimize internal processes and to determine cost drivers in processes using detailed methodologies.

Research Data Analyst
JezRAH Company

07/2009 – 09/2014   *Long Island City, NY*