

Robert Smith

Associate Business Analyst

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

4 years of experience as Analyst to obtain a long-term position with advancement opportunity in a Financial Securities firm, where I can realize a successful career in IT sector.

WORK EXPERIENCE

Associate Business Analyst

Silver Line Spinning Mill - September 2014 - June 2017

Responsibilities:

- Interviewed clients to define strategic and tactical goals, prioritize business requirements and build consensus.
- Recommended business process improvements to allow more efficient streamlining and betterment of existing processes and data storage.
- Performed strengths weaknesses opportunities threats (swot) and risk analysis; identified and defined business problems and bottlenecks.
- Created quantitative and statistical business models by using ms excels data analysis program such as customer buying frequency.
- A global management m&#amp; consulting firm that serves leading businesses, governments and non-profit organizations.
- Conducted refinement sessions with development teams to ensure requirements were clear and precise.
- Identified business & technology risks and led comprehensive risk assessment to mitigate top risk resulting in saving of over \$5. 5m dollars.

General Accounting/Research Assistant

UCSD - January 2014 - May 2014

Responsibilities:

- Researched and prepared excel spreadsheets about the courses that contained latin american content to help apply for grants and fellowships.
- Proposed and implemented new procedures for office processes to achieve maximum efficiency.
- Helped create awareness and presented to the future investors about the cilas program.
- Delivered strong project management concepts including project scope, workforce utilization, and gathered project requirements from clients - full project lifecycle leadership.
- Grew business pipeline by identifying potential clients using HubSpot Customer Relations Management software, ascertaining business and financial potential for each identified client.
- Followed up with clients on support provisioning that ensured total client service and satisfaction.
- Provided support assistance to all functional business components.

SKILLS

Project Management, Time Management, Microsoft Office, Business Analysis, Iterative Methodologies, Use Case Diagramming, Use Case Elaborations, Storyboard, Communication, Time Management, Business Analysis

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)