Kevin Librata

Business Analyst | Agile Project Management | Data Visualisation | Process Automation

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Education

University of Melbourne
Jan 2017 - Dec 2018
Master of Information Systems (with Distinctions)
6 High Distinctions and 6 Distinctions

University of Melbourne
Jan 2014 - Dec 2017
Bachelor of Science (Chemical Systems)

Skills

- Data Visualization
- Requirements Gathering
- User Stories Writing
- Problem Solving
- Research and Self-Learning
- Technical Troubleshooting
- User Acceptance Testing
- Agile Project Management
- Change Management
- Flowcharts: BPMN, Data Flow Diagram and Use Case Mapping
- Conducting Workshops & Training
- Budget and License Management
- Robotic Process Automation

Technical Skills & Platform

- Automation Anywhere
- Camtasia
- Salesforce
- JIRA
- monday.com
- Postman
- SQL
- Python
- SharePoint
- Microsoft 365
- Power BI
- Qlik

References

Phil Sexton
Head of Business Digital Transformation
phil.sexton@visy.com.au

Lauren Harvey
Strategic Projects Manager
lauren.harvey@visy.com.au

Prateek Mathur
Program Manager
prateek.mathur1@visy.com.au

Summary

Experienced project business analyst for enterprise and strategic digital transformation projects
At the core, I am passionate in 4 main things:

1. Driving fast and meaningful digital transformation collaboratively with stakeholders using agile methodology
2. Data-driven requirements gathering approach to focus on things that really matter
3. Analysing and visualising data to deliver insights and measure success
4. Automating processes non-value adding processes so that people can focus on things that really matter

Experience

Project Management Coordinator at Visy   March 2020 - June 2023

Configure, Price & Quote Project Team

- Acted as project business analyst which includes gathering and documenting business requirements and creating user stories for multiple modules of the CPQ system which enables the team to prioritize, plan and strategize for each sprint.
- Led the QA team in developing test scenarios and conducting UAT, PVT, regression testing and smoke tests for multiple modules of the system to ensure that bugs are kept at a minimum level and depoyments are successful.
- Acted as first level support for which includes investigating issues from tickets or directly with end users, identifying root cause of issues, escalating and prioritizing issues in JIRA for developers as well as managing expectations of users.
- Assisted system rollout for each Australian state which includes creating user guides and training videos, building SharePoint site to help user access information, onboarding new users as well as travelling to sites to run workshops and training sessions to ensure successful adoption of system.
- Prepared and distributed release notes at the end of every sprint and deployment which provided visibility of all new features and bug fixes which enables the team to communicate with the business.
- Gathered requirements, tested and productionized the API between the CPQ system and Visy's Salesforce system which enable customer data to come through to the CPQ system.
- Built Power BI reports of the CPQ system in collaboration with the Visy Data Anaytics team that enabled the business to see KPIs and other metrics.

Monday.com Pilot Team

- Worked with the Business Digital Transformation team project managers to build an automated project portfolio management system using monday.com which allowed them to manage and track the progress of their projects.
- Built dashboards and reports on monday.com which enables weekly reporting to C-level executives that allows better workforce management.
- Established the process of onboarding new monday.com users and teams which enabled multiple other Visy division to successfully adopt monday.com.

Salesforce Project Team

- Acted as a functional business analyst which includes running workshops to gather requirements, creating user stories and test statements, conducting system tests as well as supporting change management activities such as creating training guides and videos, running training sessions, building SharePoint site for users to access information and running the hypercare sessions which led to the successful adoption of Salesforce for the Visy Logistics, Visy Commercial, Visy Adhesives, Visy Procurement and Visy Recycling Division.
- Managed and facilitated bug handling activities as well as new feature requests from all existing and new adopters of Salesforce in Visy.
- Acted as first level support in system configurations, onboarding of users, creation of reports and dashboards and other support activities for all Visy Salesforce users.

Graduate Business Systems Analyst at Visy   February 2019 - March 2020

- Led Service Now system implementation for the Industrial and Enterprise Solutions team through effective requirements gathering, scoping, management of stakeholders and strong project management which enabled the team to use Service Now as a project pipeline and portfolio management tool.
- Created a centralized and automated live data visualisation from multiple spreadsheets for Visy Operational Excellence team and Visy Logistics team.