James A. Coons (James.Coons@yahoo.com)
U.S. Army Dept. of Defense
Data Analyst, Programmer

Master Data Center, then **Thomson IP Management**, now **Clarivate (www.clarivate.com)**

SUMMARY

Worked as a Business Analyst at SSB (08/2011 to 06/2014). Improved speed and accuracy of material ordering system by creating a more modern system. Created ATLAS System (a web-based logistic application) to reverse-engineer and replace the customer's existing ECHO System written in FoxPro. Worked with local Business Analysts (Lexington) and the remote Development Team (**Pentagon**, **U.S. Army Department of Defense**). Held a DoD Secret Security Clearance.

BUSINESS ANALYSIS

- Used various tools in this project, including **MicroSoft Visio**, **MicroSoft Word**, **MicroSoft Excel**, **TFS (Team Foundation Server), Snag-It**.
- Served as Subject Matter Expert (SME) and Product Owner for system functionality and process workflow. Developed strong business and system knowledge relating to the Stakeholder's projects and interests.
- Created artifacts for the system development (Functional/Technical Requirements, Business Rules, Test Cases, Test Plans, User Acceptance Testing, As-Is & To-Be Documents).
- Met with Stakeholders to provide feedback, documentation and support.
- Used TFS and SharePoint for document storage and version.
- Participated in JAD Sessions with Stakeholders for SDLC Methodology.

ECHO SYSTEM

- Learned the legacy ECHO logistics system to understand and reverse-engineer it. It was written in FoxPro and contained 100 individual modules.
- Worked on a team to develop various User Documents for the existing ECHO system, including the "As-Is" and "To-Be" documents, Flow Charts and Use Cases

ATLAS SYSTEM

- Used a hybrid of Agile iterative SDLC and Spiral development Methodology.
- I participated in JAD Sessions, during various ATLAS releases to document how the system functioned, isolate system bugs and defects.
- I also created Test Cases for Regression Testing and Unit Testing of new modules as they were created. I documented programming bugs and other issues.
- Designed modules in ATLAS to correspond to functions in the ECHO system.
- The new ATLAS system was written in C# using Entity Framework, MS SQL database and SSIS.

ANALYSIS AND COMMUNICATION

- I met with the government personnel to gather requirements for functions in ECHO and to create supporting documents. I talked to the FoxPro programmer to learn about the original ECHO system and familiarize myself with the various modules and their integration into the larger ECHO application. I gave the customers (government personnel) my highest priority, treated them with respect, answered questions about ATLAS, ECHO and other related issues as needed.
- Participated in weekly JAD sessions with the Development Team at the Pentagon via a secure video chat. This delivered Business Requirements to the Development Team.
- Communicated Business Requirements to the Developers and Customers by creating Design Specifications, Functional Specifications, Flow Charts, Wireframes, "To Be" documents and Use Cases for the ATLAS system.

USER GUIDE

- I created and maintained the ATLAS User Guide, keeping it current during multiple releases.
- The User Guide included a Table of Contents and step-by-step instructions to illustrate the system processes.
- I worked with the Analysis and Development Teams to verify and update the User Guide as each new version was released.
- The User Guide was inspected and verified by formal Peer Reviews by "in-house".