**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. Worked with local Business Analysts (Lexington) and the remote Development Team (Pentagon, U.S. Army. Department of Defense). Held DoD Secret Security Clearance.

**ECHO System**

I learned the legacy ECHO logistics system (written in FoxPro) to understand it and facilitate the reverse-engineering task. I created modules in ATLAS that corresponded to the functions in the ECHO system. Additionally, I worked on a team to develop various User Documents of the existing ECHO system, including the “as-is” documents, Flow Charts and Use Cases (**MicroSoft Word, MicroSoft Excel, Visio**).

**ATLAS System**

This project employed a hybrid Agile and Spiral development Methodology. I kept the ATLAS documentation current by analyzing each new release to see how changes impacted the system as a whole. Working in this environment was a unique challenge to the Business Analyst, as well as to the Programmers.

I participated in Regression Testing and Unit Testing during various ATLAS releases to document how the system functioned and isolated bugs when the system didn’t operate as expected. I also created Test Cases for new modules as they were created. Where applicable, I documented programming bugs and other issues (**MicroSoft Excel and MicroSoft Word, TFS – Team Foundation Server, Visio**).

**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.

On the Analysis Team, we had weekly updates and JAD sessions with the Development Team at the Pentagon via a secure video chat. This provided an effective method of communicating Business Requirements to the Development Team for the project. We worked together well as a team and had good dynamics. I also communicated Business Requirements to the Developers and Customers in the form of Design Specifications, Functional Specifications, Flow Charts, “To Be” documents and Use Cases for the proposed ATLAS system (**Visio, MicroSoft Word, MicroSoft Excel**).

**User Guide**

I was personally responsible for the creation and maintenance of the User Guide for ATLAS, keeping it up-to-date across multiple releases. The User Guide included a Table of Contents and step-by-step instructions to illustrate the various processes in the system. 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 by “in-house” and formal Peer Reviews (**MicroSoft Word, SnagIt**).