

Jeremy I Stewart, PMP

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PROFESSIONAL PROFILE

Dynamic **Systems Analyst/Project Manager** with more than seven years of progressive experience in managing projects as well as designing, developing and implementing software solutions that support business and financial needs. Proficient in turning business needs into technical requirements, as well as, identifying risks and potential opportunities. Strategic problem solver that utilizes critical thinking, decision making techniques, as well as qualitative and quantitative data in order to choose solutions that positively affect the organization. Collaborates across all levels of an organization to uncover ways to cut company costs and produce new sources of revenue.

PROJECT MANAGEMENT SKILLS

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|--------------------------|-----------------------------|---------------------------------|
| ❖ Agile | ❖ Scope Management | ❖ Integration Management |
| ❖ Scrum | ❖ Time Management | ❖ Communication Management |
| ❖ Waterfall | ❖ Human Resource Management | ❖ Project Control and Execution |
| ❖ Team Leadership | ❖ Risk Management | |
| ❖ Project Administration | | |

LEADERSHIP SKILLS

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|---------------------|----------------|------------------------|
| ❖ Critical thinking | ❖ Planning | ❖ Conflict Resolution |
| ❖ Communication | ❖ Organization | ❖ Community Leadership |

BUSINESS SKILLS

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|---------------------|---|-------------------|
| ❖ Critical thinking | ❖ Systems Analysis | ❖ Public Speaking |
| ❖ Decision making | ❖ Growing and sustaining a high performing team | |

TECHNICAL SKILLS

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|------------------------------|---------------------|--------------|
| ❖ MS Windows (2000 & above) | ❖ PeopleSoft | ❖ JIRA |
| ❖ UNIX | ❖ Tivoli | ❖ HTML |
| ❖ Linux, OS X (10.3 & above) | ❖ Clear Case | ❖ JavaScript |
| ❖ MS Office Suite | ❖ Clear Quest | ❖ PeopleCode |
| ❖ SQL Server | ❖ Oracle 10 & 11g | ❖ XML |
| ❖ HP Quick Test Pro | ❖ Oracle Developer | ❖ SQL |
| | ❖ MS Project | ❖ PL/SQL |
| | ❖ MS Project Server | ❖ SLDC |

PROFESSIONAL EXPERIENCE

Centene Corporation

Sr. Business Systems Analyst – Clayton, MO

2012- Present

Sr. Analyst supporting new application development by acting as a liaison between technical and business teams to gather and develop requirements and manage projects through the completion of the SDLC.

- ❖ Act as Scrum Master for team by planning, tracking, prioritizing and distributing work using the JIRA project planning software.
- ❖ Facilitate systems development by analyzing business requirements, creating project documents, realistic and attainable schedules, metrics, facilitating communication between cross-functional teams, and report status of projects to management.
- ❖ Create ad-hoc reports by analyzing and manipulating data then formatting it to the specifications of management.
- ❖ Act as interface/data SME for web-based applications that pulls data from an Oracle database and presents data to the end users via the web and internal employees via authorization and customer relationship applications.
- ❖ Improve business process efficiency and effectiveness by analyzing existing processes, suggesting new process designs then testing and implementing those approved process.
- ❖ Provide solutions for complex issues by conducting comprehensive root-cause analysis, then facilitating implementation of solutions communicating and collaborating with end users, other team members, and management.

The Federal Reserve of St. Louis – Saint Louis, MO**Sr. Business Analyst****2009 – 2012**

Sr. Analyst responsible for converting business needs into technical requirements, then turning those requirements into test scripts to be used for UAT (User Acceptance Testing) and QA (Quality Assurance) testing.

- ❖ Coordinate testing for a role based provisioning system that managed over 50 applications and 100,000+ users.
- ❖ Manage projects by creating detailed project plans, realistic and attainable schedules, metrics, facilitating communication between all parties involved, and report status of projects to management.
- ❖ Collaborate with the business owners to analyze requirements and create detailed test plans and user training documentation for 6 new projects.
- ❖ Perform/Execute manual and automated testing for web-based applications to ensure functionality, reliability, usability and security meet the complex needs of the U.S. Treasury.
- ❖ Maintain customer satisfaction ratings of 4.6 (out of 5) by using customer feedback, change drivers, issue tracking and benefit analysis to facilitate contentious process improvement.
- ❖ Establish and maintain best practices and lessons learned documentation

The Boeing Company – Saint Louis, MO**Programmer/Analyst 2****2006-2009**

Programmer/Analyst that supported all aspects of the SDLC both functional and technical by analyzing business needs, gathering requirements, process improvement as well as creating and maintaining code to support Accounting Systems as well as analyzing data and statistics to increase system performance and technical development.

- ❖ Created supporting documents such as test and design documents, risk, quality and project plans necessary to support more than 16 projects.
- ❖ Accurately translated business requirements into technical specifications and process data flow models for more than 10 projects.
- ❖ Conducted root cause analysis and created corrective action plans for Finance Systems new development projects to improve productivity of future projects.
- ❖ Improved system performance 15% by eliminating and modifying process intensive reports.
- ❖ Designed and developed for a role based provision system that that added more that 1500 external users from different companies and more than 6 different countries.
- ❖ Wrote complex SQL scripts to facilitate data mining from the enterprise data warehouse to supply management with accurate and precise reports allowing for informed strategic decisions.

The Boeing Company – Saint Louis, MO**SOX Compliance - Security Officer****2006 – 2009**

Designed, documented, maintained, and performed IT controls in accordance with Sarbanes-Oxley (SOX) section 404 for the Accounting Systems Organization.

- ❖ Conducted operational effectiveness (OE) and design effectiveness (DE) testing on a quarterly basis to prepare controls for yearly external audits, and quarterly internal audits.
- ❖ Identified and reviewed risks in accordance with SOX section 404, assessed their likelihood and potential impact, then recommended an action plan to mitigate future risk.
- ❖ Collaborated with external auditors to perform yearly Sarbanes-Oxley (SOX) controls for Boeing's Accounting Systems, contributing to an organizational pass efficiency rate of more than 90% for 3 consecutive years.
- ❖ Resolved audit findings by providing additional information, explanations, evidence to support IT controls.

EDUCATION

- ❖ **Washington University in St. Louis**, Saint Louis, MO
Master of Project Management, 2011
- ❖ **Washington University in St. Louis**, Saint Louis, MO
Master of Information Management with a concentration in Leadership, 2008
Graduate Certificate in Project Management, 2008
- ❖ **Tennessee State University**, Nashville, TN
Bachelor of Business Administration with a concentration in Information Systems, 2004

CERTIFICATIONS

- ❖ **Project Management Institute**, PMP (Project Management Professional) 2011
- ❖ **CompTIA** Network+ Certification, Nashville, TN 2004

PROFESSIONAL DEVELOPMENT

- ❖ Urban League Young Professionals (ULYP)
- ❖ FOCUS St. Louis – Emerging Leaders Program Graduate
- ❖ Regional Business Council's Young Professional's Network
- ❖ Regional Business Council's Leadership 100
- ❖ Project Management Institute (PMI) Member

