ANITA PHILIPS

Business Analyst

BRIEF PROFILE

Detail-oriented Business Analyst skilled in interpreting data, identifying opportunities for improvement, and providing strategic insights to drive business growth.

Proficient in requirements gathering, cross-functional collaboration, delivering actionable insights, and leveraging analytical tools and methodologies to optimize operations and drive business objectives.

CONTACT

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📍 Canada

CAREER BACKGROUND

BUSINESS ANALYST

Red Hut | October 2020 - Present

- Engaged with stakeholders to understand their needs, address queries, and gather feedback.
- Collected, organised, and analysed data to identify trends, patterns, and insights relevant to business objectives.
- Translated business requirements into clear and concise functional specifications for technical teams.
- Presented ideas, findings, recommendations, and project updates to teams and stakeholders.
- Acted as a liaison officer between stakeholders and teams.
- Created detailed business documentation such as business requirements, process flows, use cases, and user stories.
- Collaborated with technology teams to design solutions that meet business needs.
- Participated in feature testing, user acceptance testing, and validation of implemented solutions.
- Worked closely with project managers to define project scope, objectives, and deliverables.
- Tracked project progress and identified potential risks or deviations from the plan.
- Identified areas for process optimization and assisted in implementing solutions to enhance efficiency and productivity.

BUSINESS STRATEGIST

Amazon ID | July 2020 - Sept., 2021

- Proposed innovative and practical solutions to address business challenges.
- Worked closely with stakeholders to understand their needs, objectives, and challenges.
- Created and maintained documentation such as business requirements documents, process maps, user stories, and use cases to facilitate clear communication.
- Presented ideas, findings, recommendations, and project updates to various audiences.
- Served as a bridge between stakeholders and teams.
- Collaborated with technology teams to design solutions that meet business needs.
- Participated in product testing to identify and resolve issues or bugs during the development lifecycle.
- Worked closely with project managers to define project scope, objectives, and deliverables.
- Ensured that proposed solutions aligned with business goals and technological capabilities.

COMPETENCIES

- Project management
- Stakeholder engagement and management
- MS Excel
- Process optimization and improvement
- Excellent communication and documentation
- Project management tools
- Data analysis
- Problem-solving
- Analytical and conceptual thinking
- A/B testing
- Requirements gathering
- Market research analysis
- Usability testing
- Leadership by influence
- Attention to details
- Collaborating with cross-functional teams
- Reconciling stakeholders' interest with users' needs
- Staying update-to-date with industry trends and changes in customers' needs

INTERESTS

- Research analysis
- Emerging technology
- Reading
- Podcasts
- Networking

BUSINESS ANALYSIS INTERN

Opium Heights | July 2019 - June 2020

- Collected, organised, and analysed data to identify trends, patterns, and insights relevant to business objectives.
- Assessed business processes to identify areas of improvement for better optimization.
- Engaged with stakeholders to understand their needs, address queries, and provide regular updates on project progress.
- Collaborated with stakeholders to gather and document business requirements.
- Participated in testing procedures to validate solutions or changes, ensuring they meet specified requirements and perform effectively.
- Proposed innovative and practical solutions to address business challenges.
- Facilitated communication between teams and stakeholders to ensure alignment on objectives.
- Gained exposure to complex analysis techniques and broader project management strategies by supporting senior analysts in their tasks.
- Set up meetings to share ideas and findings.

EDUCATION

University of Toronto, Canada
2011-2017

B.Sc Business Administration and Management

REFERENCES AVAILABLE ON REQUEST