

Jane Smith

Business Analyst

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Professional Summary

Detail-oriented Business Analyst with over 6 years of experience in analyzing business processes, gathering requirements, and delivering data-driven insights to improve operational efficiency. Skilled in bridging the gap between technical teams and business stakeholders to achieve project success.

Professional Experience

Business Analyst | Insight Analytics Group

New York, NY | Mar 2018 - Present

- Conducted comprehensive business analysis to identify gaps in processes and recommend solutions.
- Facilitated stakeholder meetings to gather and document business requirements.
- Created detailed reports and dashboards, leading to a 15% improvement in decision-making speed.
- Collaborated with cross-functional teams to implement process improvements, saving \$1.2M annually.

Junior Business Analyst | DataFirst Solutions

Boston, MA | Aug 2015 - Feb 2018

- Assisted in the preparation of business requirement documents (BRDs) for IT projects.
- Analyzed data to identify trends and provide actionable recommendations.
- Supported project managers in tracking project milestones and deliverables.
- Improved reporting accuracy by streamlining data collection processes.

Education

Skills

- Business Process Analysis
- Requirements Gathering
- Data Visualization (Tableau, Power BI)
- SQL and Data Analysis
- Agile and Waterfall Methodologies
- Stakeholder Communication