

Jade Nguyen

Junior Business Systems Analyst

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Professional Summary

Junior Business Systems Analyst with 2 years of experience supporting system implementations, gathering requirements, and creating process documentation. Strong in stakeholder communication and basic SQL reporting.

Skills

Requirements Gathering, Process Mapping, JIRA, Confluence, SQL (Basic), Data Analysis, Agile/Scrum, Use Case Documentation, Wireframing (Balsamiq), MS Excel/Visio

Experience

Business Systems Analyst - FlowTech Solutions (2023 - Present)

- Documented business requirements and user stories for internal CRM tools.
- Conducted gap analysis and created process flow diagrams.
- Supported QA team with test cases and UAT coordination.

Analyst Intern - InsightBridge Consulting (2022 - 2023)

- Assisted in developing business requirement documents (BRDs).
- Helped with SQL-based reporting for client data insights.

Education

B.S. in Information Systems, University of Texas at Dallas, 2022