

Scott M. Solik

Agile Business Analyst | Data Analyst

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Project Portfolio: <https://ssolik.github.io/>

Professional Summary

Analytical and solutions-driven Business Analyst with over 15 years of experience bridging the gap between business needs and technology. Proficient in Agile methodologies and product backlog management, driving successful project outcomes through business analysis, process improvement, and stakeholder collaboration. Skilled in SQL and data visualization.

Skills

- Requirements Elicitation & Documentation
- Agile & Scrum Methodologies
- Product Backlog Management
- Business Process Modeling
- Data Analysis & Visualization
- SQL
- Tableau
- Software Development Lifecycle (SDLC)
- Stakeholder Engagement, Management, and Communication
- User Acceptance Testing (UAT)
- JIRA & Azure DevOps
- Excel (VLOOKUP, XLOOKUP, Pivot Tables, Conditional Formatting)
- Microsoft Office Suite
- Visio
- Entity Relationship Diagrams (ERD)
- Functional Specifications
- Business Process Analysis and Improvement
- Use Cases
- Confluence
- Change Management
- Unified Modeling Language (UML)
- Python

Professional Experience

Associate Business Analyst, *LogixHealth*

Bedford, MA | Oct 2022 – Sep 2024

- Optimized the management and processing of deficient medical charts by automating communication between the Medical Records team and healthcare providers, reducing time to payment.
- Defined user stories, managed and prioritized scrum team product backlog, and led sprint planning sessions.
- Facilitated effective communication between technical and non-technical stakeholders.

Business Analyst III / Agile Product Owner, *The TJX Companies, Inc.*

Framingham, MA | Feb 2011 – Oct 2019

- As Agile Product Owner, partnered directly with product management, business sponsors, key stakeholders, and Agile scrum team to ensure delivered solutions were aligned with the product vision and business objectives.
- Collaborated with cross-functional teams to deliver payment processing functionality for new e-commerce platform, driving growth of the brand's net sales by approximately 23%.
- Conducted business analysis across the project life cycle for multiple corporate initiatives. Utilized UML to model Use Case and System Boundary diagrams. Produced System Requirements Specification and detailed Use Case documents. Employed Traceability Matrix to map business requirements to use cases and system requirements.

Sr. Business Analyst (Contract), *The TJX Companies, Inc. / JVT Advisors*

Framingham, MA | Jul 2008 – Feb 2011

- Redesigned corporate IT charge-back system managing a \$50M yearly budget.
- Conducted gap analysis, documented functional specifications, developed test plans, and facilitated UAT to optimize Store Lifecycle Management (SLM) system for Property Development team.
- Designed reporting templates and issue tracking matrices, improving system delivery and documentation standards.

Education

BA in Psychology, Michigan State University – East Lansing, MI (May 2000), Graduated with High Honor