1. Reviewed files, records and other documents to obtain business information and key data informing responses to development requests.
2. Synthesized current business intelligence data to produce reports and polished presentations, highlighting findings and recommending changes.
3. Assigned tasks to associates, staffed projects and updated all involved parties to enhance optimal business flow.
4. Conducted interviews with key business users to collect information on business processes and user requirements.
5. Mapped process activities to identify shortfalls and propose options to rectify operational inefficiencies.
6. Worked one-on-one with clients to improve [Type] specifications.
7. Obtained permits, insurance, and [Type] notices needed for events.
8. Drafted quarterly and yearly reports on company financial metrics to assess successes and account for deficiencies.
9. Communicated with [Type] team members to keep project on schedule.
10. Exercised critical thinking to resolve [Type] error in [Type] reports.
11. Surveyed clients to ascertain requirements and expectations for [Type] product and [Type] service.
12. Created detailed [Type] reports from [Type] research for review by development team.
13. Researched competitors to build report of rising trends in [Type] markets.
14. Organized daily tasks for better efficiency and use of resources.
15. Assisted [Type] departments and [Type] staff to improve client satisfaction.
16. Mapped current business and operational processes and recommended areas for improvement.
17. Overhauled operational workflow to launch [Product or Service] into new processing platform.
18. Documented business processes and analyzed procedures to align with changing business needs.
19. Identified [Type] and [Type] process inefficiencies through gap analysis and outlined sensible solutions.
20. Established online configuration knowledge base to support functionality by developing robust system application overview.