
JOHN MILLER

Some Address | Phone: 111.555.9999 | Email: john@gmail.com

BUSINESS ANALYST

A target-driven, and results-producing Business Analyst experienced in the effective performance of multi-function management and business analysis for various projects. Hands-on expertise in quantitative analysis and statistical modeling. A demonstrated aptitude for problem-solving, solution creation and generation of value-added contributions to the business. Advanced technical knowledge to successfully communicate requirements and solutions in a structured manner. Proven ability to concisely and efficiently consolidate business user needs into requirements documentation.

CORE SKILLS AND COMPETENCIES

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|-----------------------------------|---------------------------|--------------------------|
| ▪ Quantitative Valuation Analyses | ▪ Process Reengineering | ▪ Data Integrity |
| ▪ Project Process Evaluation | ▪ Tools, Apps Development | ▪ Communication |
| ▪ Technical Reports Writing | ▪ Process Improvement | ▪ Attention to Details |
| ▪ Financial Modeling | ▪ Strategic Planning | ▪ Task Assessment |
| ▪ Requirements Gathering | ▪ Staff Training | ▪ Business Documentation |
| | ▪ Team Leadership | ▪ Team Working |
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TECHNICAL SKILLS

MS- Power Point (Advanced level) • MS- Excel (Advanced level) • ITIL Foundation Certified • MY SQL • PHP • WordPress • HTML & CSS3

PROFESSIONAL EXPERIENCE

Some Company, NY

February 2017 - Present

Business Analyst

- Design and deliver ROI analysis into each line of business and provide business decisions and recommendations to business leaders.
- Drive quantitative assessment of business health and proactively identify improvement opportunities.
- Develop quality assurance plans and assist with test cases to validate results against specifications.
- Partner with the finance department to create financial models and feasibility analyses to evaluate the business implications of new business models and programs.
- Provide statistical information to ensure the most effective utilization of personnel, equipment and materials for business operations.
- Track, maintain, analyze and provide current information on the operations business scorecard or key performance indicators (KPIs).
- Assist with the establishment of software development processes and ensure that they are followed consistently across projects.

Some Company, NY

July 2013- January 2017

Business Analyst

- Collected, analyzed, trended data, and participated in data mining to facilitate recommendations for actions, increase business efficiency and improve existing processes.
 - Documented standard operating procedures and work instructions.
 - Developed and validated procedures for measuring success metrics.
 - Facilitated meetings to gather business requirements and solutions.
 - Developed training material such as training plans, training assessment, training documentation.
 - Applied advanced data analytic techniques to help with strategic initiatives, roadmaps and process models.
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EDUCATION

New Jersey Institute of Technology, Newark, USA
Masters in Information Systems | June 2013