

Business Analyst Resume

Maxine Curry

The Big Peg

120 Vyse Street

Birmingham B18 6NF

England

T: 0044 121 638 0026

E: info@da_yjob.com

PERSONAL SUMMARY

An analytical thinker who can come up with innovative business solutions to meet a company's strategic, tactical and financial goals. She has a wide range of business analysis skills and experience in using a wide range of business analysis tools and techniques. She has a track record of successfully managing business analysis projects. Her key strengths lie in her ability to get her message across by clearly communicating and presenting material in a concise and logical manner. She is also skilled at attracting the best candidates and then retaining and maximizing their performance.

CAREER HISTORY

BUSINESS ANALYST - January 2010 - present

Employers name - Coventry

Responsible for a full range of activities that will ensure the operational effectiveness and excellence of the business.

Duties;

- Using a wide range of techniques to capture business requirements.
- Identifying an organisations strengths and weaknesses.
- Working with business owners to develop solutions.
- Assisting in the preparation of business proposals.
- Documenting, testing and implementing software updates.

- Identifying client business requirements.
- Defining project scope and objectives.
- Preparing and analysing financial performance information.
- Allocating junior staff to tasks and then tracking the progress of their work.
- Making sure that all tests are conducted and documented according the standards agreed upon.
- Proficient in Microsoft Office programmes.
- Identifying and managing any anticipated resistance or risks.
- Involved in the definition of roles and responsibilities.
- Carrying out business improvement reviews.
- Meeting with project teams to review deliverables and deadlines.
- Producing test plans and scenarios on behalf of the business.

TRAINEE BUSINESS ANALYST – May 2008 - January 2010

Employers name - Birmingham

CASHIER – July 2007 - May 2008

Employers name - Birmingham

KEY SKILLS AND COMPETENCIES

Professional

- Presenting information in an intelligent and clear way in order to communicate project requirements.
- Revenue generation via business solutions.
- Possess knowledge of data modelling.
- Commercial experience, skills & knowledge.
- Experience across the full software development lifecycle.
- Familiarity with PRINCE2 project management methodology.
- Experience in working with stakeholders across a range of levels.

- Improving business processes.
- Understanding conceptual ideas.

Personal

- Willing at short notice to travel and work across sites.
- Able to foster a positive working environment with fellow work colleagues.
- Ability to quickly learn, understand, and apply new technologies.

AREAS OF EXPERTISE

Process enhancing

Business transformation

Analysis and reporting

Project planning

Implementation activities

Change management

ACADEMIC QUALIFICATIONS

Central Birmingham University – Business Administration Degree 2003 - 2007

Aston College - HND 2001 – 2003

Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)