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## Availability Manager Resume

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### Job Objective

Seeking Availability Manager Position with the perfect company that gives me the opportunity to learn and gain more experience in this field.

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### Highlights of Qualifications:

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- Huge experience in coordinating with various functional groups for business processes and managing computer languages
  - Outstanding knowledge of translating technical language
  - Profound knowledge of business requirement
  - Remarkable ability to navigate in a matrix environment
  - Sound ability to identify and resolve all problems
  - Proficient in providing business solutions with help of software
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### Professional Experience:

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Availability Manager  
HMSHost, San Francisco, CA  
October 2008 – Present

- Planned and designed various complex business process and recommended changes to existing ones.
- Analyzed business requirement for clients and documented it and developed business solutions accordingly.
- Developed complex test case scenarios and ensured incorporation of all client requirements into test cases.
- Assisted team in developing and modifying processes to suit client requirement.
- Provided support to project team throughout its life cycle.
- Participated in various reviews and inspected project to ensure intent of change implementation in project.
- Prepared estimates for time requirement for various projects.
- Maintained complex business solutions and ensured optimal organization requirements.

Business Process Expert  
CACI International, Inc., San Francisco, CA  
August 2003 – September 2008

- Developed new policies and updated it on a regular basis.
- Coordinated with various teams and vendors for configuring various new student systems.
- Monitored work of team members and ensured compliance with processes and systems.
- Prepared project schedule ensured work according to same and made minor changes if required.
- Documented all process, training requirements and test system configuration.
- Developed training materials to be used by end users and trainers.

Enterprise Business Analysis Sr Specialist  
Gear Stream, Inc., San Francisco, CA  
May 1998 – July 2003

- Monitored business requirements and coordinated with clients and staff on same.
  - Managed all information for consumers and monitored work as subject matter expert.
  - Participated in various reviewed and recommended business requirements according to client need.
  - Coordinated with team members and evaluated requirement for businesses.
  - Documented all program templates and organized all components for providing appropriate solutions.
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### Education:

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Bachelor's Degree in Computer Science  
Nazareth College, Rochester, NY

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