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## Business Process Specialist Resume

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### Job Objective

Looking for work with your company as a Business Process Specialist in the field to help further the company as well as my own experience.

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### Summary of Qualifications:

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- Remarkable experience in supporting the development of business processes
  - In-depth knowledge of ISO9001/AS9100, Accounting, budget support, Contract related and project management
  - Ability to read, analyze, and interpret general business correspondence, and procedure manuals
  - Ability to define problems, collect data, establish facts, and draw valid conclusions
  - Ability to communicate complex concepts clearly, both verbally and in writing
  - Strong computer skills, including proficiency with MS Office
  - Excellent organization skills and meticulous attention to detail
  - Superior planning and project management skills
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### Work Experience:

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Business Process Specialist, May 2006 – Present  
Cyberstaff America, Pittsburgh, PA

- Reviewed and provided feedback on existing business/IT processes.
- Identified opportunities for more efficient and effective business/IT processes and controls.
- Developed status reports for internal management.
- Ensured compliance with best practices and regulatory requirements.
- Documented current state processes and developed initial set of opportunities.

Business Process Specialist, March 2003 – April 2006  
U.S. Green Building Council, Pittsburgh, PA

- Managed to implement new business processes.
  - Developed timelines, created milestones and reported progress on a regular basis.
  - Documented Standard Operating Procedures and training materials.
  - Developed efficiency metrics in coordination with Operations team.
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### Education:

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Bachelor's Degree in Computer Science, Spoon River College, Canton, IL

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