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## Business Systems Specialist Resume

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### Job Objective

To use my skills and abilities to obtain a position within an organization as a Business Systems Specialist in my chosen field. Years of education and experience can help better the company as well.

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### Summary of Qualifications:

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- Professional experience in working with business information systems
  - Thorough knowledge of Business services, and system networking basics
  - Skilled in documenting business and functional requirements, processes, and interfaces
  - Proficient with Business mainframe processes (COBOL,DB2,IMS,CICS)
  - Ability to interact at all levels of Management internally
  - Superior analytical, business operations and project management skills
  - Excellent interpersonal and communication skills
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### Work Experience:

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Business Systems Specialist, May 2006 – Present  
HSBC, Wichita, KS

- Assisted in development, coordination and implementation of complex Technology Services.
- Managed to review user requirements within an assigned business unit.
- Ensured that user requirements are appropriately defined.
- Monitored and maintained system security and function.
- Prepared plans and provided users information.
- Developed user acceptance plans and verified results.

Business Systems Specialist, March 2003 – April 2006  
HighMount Exploration & Production, Wichita, KS

- Identified and maximized opportunities to use information and technology.
  - Determined business, functional and technical requirements for specified applications.
  - Assisted the business in developing geo data workflows and stores.
  - Ensured to conduct testing prior to application upgrade implementation.
  - Ensured that the business requirements are adequately reflected in technical planning.
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### Education:

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Bachelor's Degree in Business Information Systems, Wilson College, Chambersburg, PA

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