
CONTENT MANAGEMENT BUSINESS ANALYST RESUME

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Career Goal:

Looking for Content Management Business Analysts and utilizing my skills and experience in enterprise content management systems, document ingestion and knowledge management.

Technical Skills:

Expertise in documentation software

- Documentum
- IBM FileNet

Proficient in performing

- Risk analysis
- Gap analysis
- Feasibility analysis

Well-versed in preparing

- Business requirements documents
- Software requirements specifications
- Screen/Report definitions
- Use case specifications

Adept in SDLC methodologies

- Waterfall
- Agile
- RUP

Familiarity with version control systems

- Rational Clear Case
- Git

Talented in change management tools

- Rational Clear Quest
- Test Director

Skilled in Adobe tools

- Photoshop
- Illustrator
- Acrobat

Amazing ability to prepare

- Data models
- Business procedures
- Test scripts

Relevant Experience:

Content Management Business Analyst
Tailwind Associates
January 2012 – Present
Columbia, SC

- Implemented and managed version control processes with Daptiv.
- Formulated business requirements for compliance purpose as per Fair Labor Standards Act.
- Participated in gathering and documentation of bonus plans.
- Conducted feedback sessions and technical meetings for clarifying user requirements.
- Prepared, analyzed and executed workflows for business productivity.
- Created practices for document publication and record retention.
- Developed IBM FileNet P8 System and provided technical assistance.

- Documented BRDs, FRDs and new system operations.

Content Management Business Analyst
Amazon Corporate LLC
November 2010 – January 2012
Seattle, WA

- Formulated and documented business and end user requirements.
- Prepared technical documentation of process flows and functional specifications.
- Provided technical assistance for processing and documentation of repositories.
- Supported maintenance procedures and updating of processes.
- Maintained libraries and records of technical requirements.
- Analyzed, managed and updated user requirements from end users.
- Created and maintained documents of use cases and information requirements.
- Debugged and resolved inquiries of external partners for system functionality.

Educational Background:

Bachelor's Degree in Business
Lake Land College
August 2006 – May 2010
Mattoon, IL

Professional Certification:

Siebel Customer Relationship Management Business Analyst July 2010

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