ECM BUSINESS ANALYST RESUME

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Career Goal:

Looking for ECM Business Analyst position and contributing in Organizational growth in development, implementation, and maintenance Electronic Content Management (ECM) technologies.

Technical Skills:

Familiarity with Enterprise Content Management tools:

- SharePoint
- EMC Documentum
- OpenText
- IBM DB2 Content Manager

Well-versed in Web technologies:

- SOAP
- HTML
- SSL
- ASP

Adept in programming languages:

- Java
- COBOL
- Visual Basic
- C#

Skilled in quality standards:

- Six Sigma
- HIPPA
- SoX regulations

Effectively worked with multiple databases:

- Oracle 10g
- DB2
- MS Access

Outstanding ability to:

- Database development
- Data modeling
- Data and process migration
- Data reporting
- Report integration

Expertise in servers:

- IIS
- Apache
- WebSphere
- WebLogic

Amazing ability to oversee:

- Change management
- Architecture reviews
- Process improvement
- Stakeholder management

Relevant Experience:

ECM Business Analyst
22nd Century Technologies, Inc

January 2012 – Present
Baton Rouge, LA

- Performed stakeholder analysis and formulated requirements management processes.
- Evaluated and documented results given by stakeholders for analytical purpose.
- Participated in meetings with stakeholders and executed elicitation activities.
- Prepared and maintained business requirements and solution components.
- Created requirements package and validated business requirements.
- Executed prioritization of requirements through analytical efforts.
- Conducted assessments of future solutions to determine effectiveness.
- Reported and supported ECM business strategies and change management plans.

ECM Business Analyst
Yash Technologies Inc.
November 2010 – January 2012
Minneapolis, MN

- Coordinated with technical and support teams and developed technical specifications.
- Reviewed, resolved and escalates ECM based issues and workflows.
- Prepared workflow programs with content, processes and user interaction.
- Created QA and scripts for crash recovery operations and formulated SLA levels.
- Conducted training sessions for technical team members and business units.
- Implemented data exchange and process integration activities.
- Developed processes and mechanisms for new ECM business activities.
- Provided support to draft and modify installation manuals and user guides.

Educational Background:

Bachelor's Degree in Computer Science
Mount Marty College
August 2006 – May 2010
Yankton, SD

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