
LEAD ANALYST RESUME

Job Objective:

Obtain a Lead Analyst position in a well established firm that offers opportunities for professional growth.

Highlights of Qualifications:

- Profound knowledge of Project management
 - Excellent analytical and critical thinking skills
 - Proficient in Microsoft Office – Excel, Visio, Power Point, Word and Access
 - Possess strong influencing, conflict management and negotiation skills
 - Strong interpersonal and organizational skills
 - Excellent oral and written communication skills
 - Outstanding knowledge of SFS products and services
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Professional Experience:

Lead Analyst
Infotech Spectrum Inc, New York, NY
August 2005 – Present

- Performed and conducted call coverage for operations, and worked for maintenance tasks and break fixes.
- Implemented the distributed offshore model for priority initiatives.
- Provided day to day interaction with vendor management of offshore and local partners.
- Directed and shared management and accountability of SFS UAT testing initiatives.
- Governed both local and offshore testing teams deliverables.
- Developed and executed against metrics and performance indicators.

Lead Analyst
Unison Systems Inc., New York, NY
May 2000 – July 2005

- Actively lead groups and teams that advanced the interests and business needs of the Resource Registration and Performance Auditing group.
 - Developed and prepared detailed artifacts such as business procedures.
 - Identified efficiencies and improvements in processes, procedures, systems and governing language.
 - Developed, tested, implemented, and ensured a successful transition to new and revised business systems and processes.
 - Prepared presentations, position papers and memoranda.
 - Reviewed and tested the performance of supply resources.
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Education:

Bachelors Degree in Business
Boston College, Chestnut Hill, MA

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