
PRODUCT ANALYST RESUME

Job Objective:

Seeking the position of Product Analyst in an esteemed organization.

Highlights of Qualifications:

- Sound knowledge legal research and proofreading
 - Ability to collect data, establish facts, and draw valid conclusions
 - Ability to produce accurate, timely and actionable research information
 - Ability to manage multiple projects
 - Ability to read and interpret technical documentation
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Professional Experience:

Product Analyst
The Matlen Silver Group, Inc., Colorado Springs, CO
August 2005 – Present

- Participated in cross-functional complaint review groups on a regular basis.
- Searched complaint records and returned products to retrieve information on previous investigations.
- Ensured accurate department procedures and work instructions are maintained.
- Created and monitored day-to-day ad products reporting.
- Created and managed prioritized list of ad product projects.
- Provided ongoing reporting on active projects and lessons learned from past initiatives.
- Monitored and determined key performance indicators.

Product Analyst
Comrise Technology, Inc., Colorado Springs, CO
May 2000 – July 2005

- Investigated complaints and events in a timely manner.
 - Maintained accurate entry of complaints in database.
 - Recorded condition of returned products including observations and photographs.
 - Tracked and recorded return products within the database.
 - Worked collaboratively with cross-functional groups on evaluation trends.
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Education:

Bachelor's degree in Business Administration
Arizona State University, Tempe, AZ

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