
QUALITY ASSURANCE BUSINESS ANALYST RESUME

Summary:

A highly trained individual who has over 10 years of experience in business analysis; has the ability to conduct business improvements through deployment of effective strategies brought about by extensive research, experience and case studies; capable of conducting training programs for management trainees and other new hires; has great time management skills, motivational and leadership qualities; has an excellent command of English and can create effective presentation visual aids.

Professional Experience:

Business Analyst August 2004 – Present
Precision Inc., Chicago, Illinois

Responsibilities:

Collected detailed documentation of business plan requirements and business models.
Identified solutions through meticulous research of the company's operations and internal systems.
Conducted business analysis of data acquired from the company and facilitated all the requirements to ensure the improvements in the flow of the operations of the company.
Coordinated with the sales and marketing department to detect where the sales people are having problems with in marketing the products of the company.
Organized all data and requirements needed to give feedback to the shareholders of the company during the annual stockholders meeting.
Junior Business Analyst June 1999 – August 2004
Star State Inc., Chicago, Illinois

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Education:

MBA in Finance
University of Arizona, 1995
Bachelor of Science in Finance Management
University of Arizona, 1993

Skills/Certifications:

- Proficient in computer skills
- Analytical, strategic review, planning and recommendation skills
- Strong leadership and teamwork attributes

- Excellent time management, organizational and developmental skills

Associations/Organizations:

Licensing Executives Society, Member
American Business Association, Member

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