Sharepoint Business Analyst Resume

Job Objective

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

Highlights of Qualifications:

- Proficient with Sharepoint 2007 and SQL Server 2005
- Ability to work with technical and non-technical staff at all levels
- In-depth knowledge of SharePoint and its features and functionality
- Excellent analytical and critical thinking skills
- Ability to proactively interact and collaborate with internal Client resources.
- Ability to define data needs and integration requirements with other parts of the project
- Ability to establish SharePoint group structure and framework
- Strong process development skills
- Ability to work across all phases of the full software life-cycle.

Professional Experience:

Sharepoint Business Analyst
Outline Systems Inc., Albany, NY
August 2005 – Present

- Tested fixes and obtained business approvals for moving fixes into production.
- Planned, designed, facilitated and documented UAT results with business team.
- Developed business processes and governance to support system.
- Planned, facilitated, summarized and determined next steps of workshops.
- Documented, compiled and maintained all business and technical requirements for program.

Sharepoint Business Analyst
ABIS Technologies Inc., Albany, NY
May 2000 – July 2005

- Analyzed and documented client and customer business processes and workflows.
- Served effectively as main point of contact for development team for clarifications of requirements.
- Served as main point of contact for team developing information architecture and visual design.
- Performed and conducted integration testing as needed.
- Prepared and conducted requirements and designed review sessions with clients.
- Trained client personnel on new functionality.
- Provided input to business-delivered training materials.

Education:

Bachelor degrees in Computer Systems
University of California, Los Angeles, CA

Build your Resume Now