VISIO BUSINESS ANALYST RESUME

Minnie Beck
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Career Goal:

A dedicated, driven professional seeking to secure a Visio Business Analyst position with an established company that will allow me the opportunity to use my skills and proficient knowledge in requirements elicitation and management, data analysis and system analysis.

Technical Skills:

Proficient with software:

- MS Visio
- Application Lifecycle management ALM
- Integrated Project Management iPM
- Quality Center

Adept in Business intelligence tools:

- Cognos
- Business Objects

Strong capability to assist in project activities:

- Schedule preparation
- Budget planning
- Resource management

Familiarity with version control tools:

- ClearCase
- ClearQuest

Skilled in developing:

- Business requirements documents
- Use cases
- Sequence diagrams

Well-versed in SDLC methodologies:

- Agile
- Waterfall
- RUP

Successfully worked in various domains:

- Finance
- Healthcare
- Retail

Amazing ability to conduct:

- Impact analysis
- GAP analysis
- ROI analysis
- SWOT analysis

Relevant Experience:

Visio Business Analyst
IntelliWare Systems
January 2012 – Present
Minneapolis, MN

- Coordinated with IT teams for business infrastructure and health plan operations.
- Evaluated and recorded client activities and assigned new projects.
- Formulated functional requirements and prepared process diagrams.
- Participated in workflows, gap analysis and related processes.

- Monitored business risks and resolved technical issues.
- Utilized CDP processes for analysis of business cases.
- Developed and implemented project plans and created test methods.
- Executed triggers and implemented data migration activities.

Visio Business Analyst
Northrop Grumman Corporation
November 2010 – January 2012
Woodlawn, MD

- Formulated requirements for development and implementation of solutions.
- Prepared and managed UAT test scripts and cases.
- Created, monitored and reported project metrics.
- Conducted business process reviews and implemented system testing activities.
- Participated in ad hoc analysis and generated reports.
- Evaluated technical requirements and designed test plans.
- Analyzed system processes and suggested system improvements.
- Designed and developed procedures for new processes and systems.

Educational Background:

Bachelor's Degree in Computer Science
Youngstown State University
August 2006 – May 2010
Youngstown, OH

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