

## BUSINESS DEVELOPMENT ANALYST

### Summary

Extensive Analyst experience with emphasis on Business Development and Data Analytic

Ambitious, detailed-oriented Business Professional with a high degree of mastery in analyzing complex business objectives and meeting deadlines under pressure. Urgently adapts to challenges and changing environments. Achievement-driven with a demonstrated history of exceeding development requirements and problem solving. Top-performing at providing financial support and cultivating lasting customer relationships.

### Key Skills

- Business process improvement
- Excellent attention to detail
- Advanced Adobe, Microsoft Excel, Word, and Power Point
- Analytical and Tactical Planning
- Flexible team player
- Fast Learner
- Strong Requirement tracing
- Basic financial and operational reporting
- Superb communication skills
- Advanced problem solving abilities

### Professional Experience

July 2016

to

October 2017

Company Name City , State Business Development Analyst

- Responsible for increasing leadership development for Entry Level Business Analyst (implementing best business practices, analyzing operation impacts and opportunities technology changes)
- Worked with end users, administrators, stake-holders, and project managers to increase growth for clients by understanding objective requirements, utilizing workshops with cases and scenarios to communicate potential financial improvements, analyzing system root cause of defects, and task/workflows analysis
- Verified metrics use to determine inefficiencies and areas for improvement through budget management, influencing business partner decision making, surveying and site visits
- Reviewed all tracked, analyzed and interpreted production trends that support data to ensure all necessary assignments and completions were achieved

November 2014

to

September 2015

Company Name City , State Documentation Analyst

- Solved time management inefficiencies with assisting customer service in all departments by 15%, while reviewing the accuracy and completeness of each departments expectations
- Slashed administrative cost 10% by boosting company efficiency in the use of registrar's website with implementing enhancement of student documents
- Improved organizational change strategies with support on documented process functions (Using Microsoft Excel and Word to track orders, deliveries, and receipt of goods)

May 2014

to

November 2014

Company Name City , State Data Analyst (Intern)

- Learned how to analyze different stakeholder objectives and feedback through effectively communicating reports, interview and surveys with top financial analyst
- Achieved basic financial and operation reporting with assisting the coordination of Quality Assurance testers for end-to-end unit testing and post-production testing
- Drafted financial and resource planning reports using optimization software such as Oracle, SQL, JIRA, and SAP

### Qualifications

- Adobe, Customer Relations, Document reports, Budgeting, Cross-functional Team Leadership, Business Analysis, Access, Microsoft Project, Organization, Advanced Presentation, Project Coordinator, Python, Quality Control, Quality Assurance, Research, Developing other Business Analyst, Public Speaking, Negotiation, SAP, SQL, SPSS, Oracle

### Education

May, 2016

University of Miami City , State Bachelor of Arts : Economics and Pre-Law

Minors: Business Law and Marketing

Alpha Epsilon Pi - Social Officer; August 2013 – May 2016