Jane Doe

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New York, NY

Professional Summary

Detail-oriented Business Analyst with 6+ years of experience in the corporate sector. Skilled in requirements gathering, process improvement, and data-driven decision-making. Proven ability to bridge gaps between technical and non-technical stakeholders to deliver business value.

Core Competencies

- Requirements Analysis
- Process Mapping & Documentation
- Stakeholder Management
- Data Analysis & Visualization
- Agile & Waterfall Methodologies
- Reporting & Business Intelligence

Professional Experience

Senior Business Analyst

ABC Corporation, New York, NY
2019 â€" Present

- Lead cross-functional teams to define project requirements and develop business solutions impacting company-wide operations.
- Develop and maintain comprehensive process documentation to support digital transformation initiatives.
- Present data-driven recommendations to senior leadership for strategic planning.

Business Analyst

XYZ Solutions, New York, NY
2016 â€" 2019

- Gathered and analyzed business requirements for system enhancements and new product launches.
- Facilitated stakeholder workshops to align business goals with IT solutions.
- Monitored KPIs and prepared monthly reports for management.

Education

Bachelor of Science in Business Administration

State University of New York, 2016

Certifications

- Certified Business Analysis Professional (CBAP) â€" IIBA
- Agile Certified Practitioner (PMI-ACP) â€" PMI

Technical Skills

- MS Excel, Power BI, SQL
- Visio, Jira, Tableau