**Business Analyst Resume Sample 1**

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**A. Summary**

Business analyst with 15 years of experience in leading cross-functional teams in order to support business solutions. Focused on finding the best and most cost-efficient ways to increase your company's innovation and further the overall goals of the company. Currently looking for opportunities to expand my prioritization and organizational skills into fresh ways to develop and deliver business solutions.

**B. Working Experience**

**January/2010 – April/2018 – National Bank of Montana, Billings, Montana**

**Responsibilities:**

* Analyze business and user technical requirements in order to develop web-based solutions
* Oversee projects designed to advance the bank's improvement for the year
* Provide solutions designed for both short-term and long-term competitive advantage and financial growth
* Suggest reorganization and relocation strategies based upon the analytical data available
* Collaborate with stakeholders to ensure that the business and technology departments are well-aligned in their goals and requirements

**Achievements:**

* Reduced capital expense by $600,000
* Increased account retention by 65% between 2016-2018
* Overall positive account retention from 2010 to present
* Reduced the cost of labor by $2.5 million between 2016-2017

**May/2003 – January/2010 – Zahn Industries, Billings, Montana**

**Responsibilities:**

* Facilitate weekly meetings with supervisors and monthly meetings with clients to make sure that requirements are in alignment and to explore potential development for solutions
* Translate stakeholder concerns into tangible results
* Utilize tools such as user stories, user cases, data flow/data model diagrams, and functional specifications
* Explore and develop new options for user documentation

**Achievements:**

* Designed and managed complete overhaul of the onboarding process
* Implemented the use of PeopleSoft Human Resources system to replace old and outdated paper trail system
* Reduced annual waste cost by $1.5 million by switching to digital

**C. Education and Academic Training**

Bachelor of Science in Business Administration, Montana State University, May 2003 (Graduated Cum Laude with 3.9/4.0 GPA)

**D. Job Related Skills**

* Deep understanding of PeopleSoft
* Experience writing reports and providing other written documentation
* Knowledgeable in requirements gathering and associated analysis
* Extensive capabilities in analysis related to risk management and SAP/SAS solutions
* Able to work as part of a multi-level team with managers, clients, stockholders, and customer service representatives

**E. General Skills**

* Determined to find solutions to problems
* Able to multitask
* Computer literate in both Windows and Apple Products
* Able to work as part of a team
* Highly skilled in both oral and written communication