**Business Analyst Resume Sample 2**

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**A. Summary**

Creative business analyst knowledgeable in the enhancement and optimization of business solutions. Determined to help your business achieve optimal growth, efficiency, and success. Specialties include inspection of workflow processes in order to design, enhance, and implement additional business requirements and business development plans. Seeking new opportunities to turn your company into a more efficient workplace.

**B. Working Experience**

**July/2015 – April/2018 – Augusta University, Augusta, Maine**

**Responsibilities:**

* Research and develop a coordination plan between departments
* Identify areas causing the company significant financial loss
* Develop plans to reduce loss and increase profit
* Examine internal company policies, procedures, and systems for areas of improvement

**Achievements:**

* Reduced financial loss by at least $20,000 each year
* Increased revenue by 20% in 2017, 10% in 2016, and 2% in 2015

**June/2013 – July/2015 – Downtown Renovation Project, Augusta, Maine**

**Responsibilities:**

* Assess the operational requirements for potential solutions
* Design and implement plans to enhance the operational requirements that are feasible
* Draft reports on the potential limitations of the operational plans which are not feasible
* Customize new goals for the project to help better reach the company's overall plans for long-term growth

**Achievements:**

* Saw the renovation project reach completion under budget by 25%
* Managed and supervised the entire team of business analysts.
* Recognized by the city council for outstanding leadership skills.

**C. Education and Academic Training**

Master of Business Administration, Maine State University, May 2013  
Bachelor of Arts in Computer Science, Augusta Community College, 2003

**D. Job Related Skills**

* Workflow optimization
* System design skills
* Knowledgeable in risk management
* Proficient in data mining
* Data analytics skills

**E. General Skills**

* Skilled in Agile software and related methodology
* Knowledgeable in a variety of coding languages, including HTML
* Proficient in all aspects of desktop software for Microsoft Office
* Capable in SQL
* Excel in a team-oriented environment