ROBERT SMITH

Business Information Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Motivated and highly productive Business Information Analyst professional with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and clients through outstanding interpersonal skills.

CORE COMPETENCIES

Facilitation SKills, COmmunication SKills, Critical Thinking.

PROFESSIONAL EXPERIENCE

Business Information Analyst
ABC Corporation - April 2012 – September 2012

Key Deliverables:

- Worked with all departments to assist in root cause analysis through the effective analysis of data and information.
- Created detailed and accurate metric reporting to Sales Management, Product Management, and Marketing on a monthly and quarterly basis to support business objectives.
- Documented and recommended changes to streamline the sales process which included Analyzing and preparing reports on the prospect pipeline.
- Administered the use of forecasting tools and processes.
- Created budget templates to support the companys budgeting process.
- Developed Cognos reports and other tools to ensure that all bonuses and commissions were understood by the sales reps and were provided in a timely and accurate manner.
- Increased revenue, improved quality, and reduced cost by bringing business and technology resources together.

Business Information Analyst
Delta Corporation - 2007 – 2012

Key Deliverables:

- Programming Support Technician Group Examiner/Account Representative Account Service Technician.
- Analyzed business development data, creating reports of KPIs, sales performance statistics, and lead resource allocation to upper management.
- Managed the requirements phase of the development cycle.
- Developed and documented systems as well as business requirements.
- Performed research and analysis for internal and external stakeholders.

2259 Oak Street, Old Forge, New York, 13420
© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Business Information Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Querying/pulling data and designing them into useful reports to help business units become more efficient.
- Updated business and credit records online and inputted financial statements for businesses.

EDUCATION

Bachelor In Business Administration

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**