HARPER LEWIS

Jr. IT Business Analyst

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Proactive IT Business Analyst with 2 years of experience in requirements gathering and analysis. Demonstrated ability to bridge the gap between stakeholders and technical teams, enhancing project delivery through effective communication and documentation. Committed to leveraging data-driven insights to optimize processes and improve overall business performance.

WORK EXPERIENCE

Jr. IT Business Analyst
Blue Sky Innovations

📅 Apr / 2024-Ongoing
📍 Chicago, IL

1. Develop metrics for process measurement, identifying indicators for future improvement opportunities. Responsible for data preparation, validation, and report generation using statistical analysis tools.
2. Collaborate with onsite system architects to capture business requirements and develop solution designs.
3. Engage in data mining and modeling, providing analysis of structured and unstructured data to drive business initiatives.
4. Conduct risk assessments using SWOT analysis to evaluate performance and competitive advantage.
5. Create visually impactful dashboards in Excel and Tableau for data reporting, transforming raw data into actionable insights.
6. Support sales and operations through detailed data reports on program feasibility and performance metrics.
7. Consult on re-engineering techniques to enhance process performance and product quality.

Graduate And Research Assistant
Summit Peak Industries

📅 Apr / 2023-Apr / 2024
📍 Denver, CO

1. Collect and analyze complex data sets in support of management requests, reporting statistical findings to team members and management.
2. Design new queries and utilize existing models to extract relevant customer information for financial reporting.
3. Create dashboards and trend analyses using Power Pivot within an Agile framework.
4. Perform daily system checks, ensuring data accuracy through entry and auditing processes.
5. Develop analytical databases from complex financial data sources to support decision-making.
6. Advise on methodologies and suggest improvements to enhance analysis processes.

EDUCATION

Bachelor of Science in Information Technology
State University

📅 Apr / 2022 - Apr / 2023
📍 Phoenix, AZ

Focused on data analytics, business processes, and software development.

SKILLS

Survey Design
●●●●●●●●○○

Requirements Gathering
●●●●●●●●●○

Statistical Analysis
●●●●●●●○○○

Process Mapping
●●●●●●●○○

Documentation Management
●●●●●●○○○

Technical Writing
●●●●●●●●○

INTERESTS

🎮 Gaming   👜 Fashion
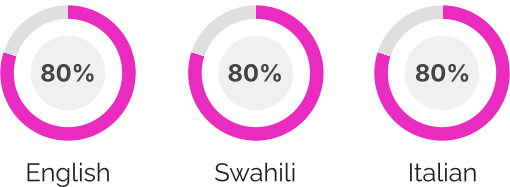🎞 Film   💻 Technology

STRENGTHS

⚖ Fairness   ↔ Flexibility
➜ Forward-thinking   ♥ Gratitude

LANGUAGES

80% English
80% Swahili
80% Italian

ACHIEVEMENTS

⭐ Streamlined reporting processes, reducing report generation time by 30%.

⭐ Developed a comprehensive dashboard that improved data visibility for management decision-making.

⭐ Facilitated workshops with stakeholders leading to a 25% improvement in requirement clarity.