

# Ethan Martinez

## Process Improvement Analyst

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### PROFESSIONAL SUMMARY

Analytical Process Improvement Analyst with over 2 years of experience optimizing workflows and enhancing operational efficiency. Skilled in data analysis and cross-functional collaboration, I excel at implementing strategies that drive measurable results. Passionate about fostering continuous improvement initiatives, I aim to contribute to organizational success through innovative solutions.

### WORK EXPERIENCE

#### Process Improvement Analyst

Seaside Innovations

Feb / 2024-Ongoing  
Santa Monica, CA

- 1. Administered the company's employee suggestion program, fostering a culture of continuous improvement.
- 2. Ensured timely implementation of employee suggestions, achieving a 95% approval rate.
- 3. Coordinated recognition programs that increased employee morale and participation.
- 4. Supported Division goals through strategic process improvement initiatives.
- 5. Compiled and reported on value stream process improvement projects to management.
- 6. Assisted department managers with process excellence projects, enhancing operational metrics.
- 7. Led training initiatives on Lean and Six Sigma methodologies for internal and external stakeholders.

#### Process Improvement Analyst

Lakeside Apparel Co

Feb / 2023-Feb / 2024  
Chicago, IL

- 1. Evaluated accounting processes to implement optimization solutions, enhancing financial effectiveness.
- 2. Led the transition to a paperless workflow system, streamlining operations and improving client onboarding.
- 3. Provided multi-functional expertise in business processes, facilitating system integration across departments.
- 4. Initiated an IT Academic Collaboration to enhance partnerships with local universities.
- 5. Developed benchmarking tools to assess performance across a four-hospital system.
- 6. Implemented process improvement projects that significantly improved benchmarking scores.

### EDUCATION

#### Bachelor of Science in Business Administration

University of Phoenix

Feb / 2022-Feb / 2023  
Phoenix, AZ

Focused on business process improvement and operational management.

### SKILLS

Data Analysis Tools



Change Management



Data Analysis



Stakeholder Engagement



### ACHIEVEMENTS

- ★ Implemented process improvement strategies that reduced operational costs by 15% within one year.
- ★ Developed a training program that improved employee engagement in process initiatives by 30%.
- ★ Facilitated workshops that enhanced cross-departmental collaboration, resulting in a 25% faster project turnaround.