SKILLS

Effective Written Communication

Collaboration Skills

Critical Thinking

Software Development Life Cycle

Business Analysis

INTERESTS

★ Surfing
✪ Martial Arts
♡ Community Service
👥 Blogging

STRENGTHS

⏳ Patience
⚠ Perseverance
📅 Planning
⚙ Positivity

LANGUAGES

English   Russian   German

ACHIEVEMENTS

📣 Streamlined requirement documentation processes, reducing project turnaround time by 20%.

📣 Facilitated cross-functional workshops that improved requirement clarity, leading to a 25% increase in stakeholder satisfaction.

MIA TAYLOR

Requirements Analyst

✉ support@qwikresume.com   ☎ (123) 456 7899   📍 Los Angeles

🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

Analytical Requirements Analyst with a strong background in software development life cycle (SDLC). Recognized for identifying gaps in requirements and implementing solutions that enhanced system functionality and user experience.

🖥 WORK EXPERIENCE

Assistant Requirements Analyst
Blue Sky Innovations

📅 Jan / 2018-Ongoing
📍 Chicago, IL

1. Facilitated stakeholder discussions to gather and clarify business requirements for system development and operational support.
2. Coordinated cross-departmental projects, ensuring alignment with organizational goals and objectives.
3. Managed change control processes, validating and documenting business requirements for software development projects.
4. Developed detailed specifications for accounting and payments systems, enhancing operational efficiency.
5. Evaluated and documented change requests for system enhancements and defect repairs.
6. Conducted user acceptance testing to ensure solutions met business needs and regulatory standards.
7. Tracked and documented error frequencies and severity for continuous improvement initiatives.

Requirements Analyst
Silver Lake Enterprises

📅 Jan / 2015-Jan / 2018
📍 Seattle, WA

1. Collaborated with corporate clients to identify critical issues and develop tailored technology solutions for complex document analysis.
2. Led analyst teams under tight deadlines while conducting strategic meetings with subject matter experts.
3. Acquired Interim Secret Security Clearance to support sensitive projects.
4. Created requirement artifacts including Concept of Operations and System Requirement Documents to guide project implementation.
5. Contributed to the requirements analysis for the Joint Tactical Common Operational Picture Workstation-Single.

🎓 EDUCATION

Bachelor of Science in Information Systems
University of Technology

📅 Jan / 2012 – Jan / 2015
📍 Chicago, IL

Focused on systems analysis, project management, and business process improvement.