

# OLIVIA SMITH

Systems Analyst Intern

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## PROFESSIONAL SUMMARY

Seasoned professional with a decade of experience in systems analysis, specializing in enhancing operational efficiency and aligning IT solutions with business requirements. Proficient in gathering and analyzing requirements, utilizing Agile methodologies, and collaborating with cross-functional teams to deliver impactful technology solutions. Driven to innovate and improve system functionality for better business outcomes.

## WORK EXPERIENCE

**Systems Analyst Intern** Apr / 2018-Ongoing  
Quantum Solutions LLC Phoenix, AZ

- 1. Utilized SQL and JAVA for generating detailed reports to inform key business decisions.
- 2. Conducted thorough code reviews to ensure quality and readiness for production deployment.
- 3. Performed comprehensive testing of system changes before implementation to mitigate risks.
- 4. Presented analytical findings to senior executives, facilitating strategic planning.
- 5. Managed social media updates, enhancing company visibility and engagement.
- 6. Developed flowcharts and system diagrams to improve project planning and execution.
- 7. Updated documentation for special projects, ensuring clarity and compliance with standards.

**Systems Analyst Intern** Apr / 2015-Apr / 2018  
Lakeside Apparel Co Chicago, IL

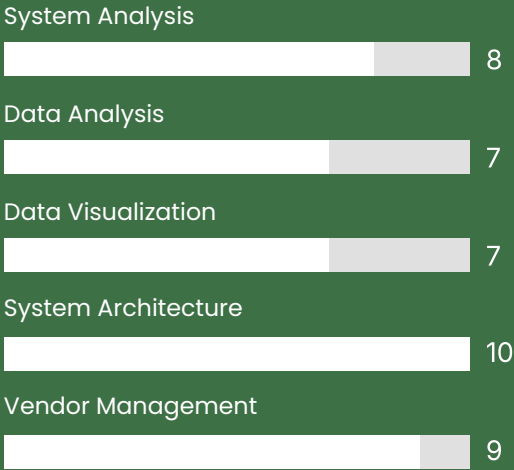
- 1. Gathered and documented requirements for the New Commercial Billing System (NCBS), ensuring alignment with business goals.
- 2. Created and tested queries using BrioQuery Designer 6 to support project objectives.
- 3. Designed a web page for the Special Initiative Team, enhancing communication and outreach.
- 4. Planned and executed a fundraising strategy, successfully raising \$1500 for community projects.
- 5. Participated in the Google Online Marketing Challenge, applying analytical skills in a real-world context.

## EDUCATION

**Bachelor of Science in Information Technology** Apr / 2012 - Apr / 2015  
University of Technology Phoenix, AZ

Focused on systems analysis, database management, and software development.

## SKILLS



## INTERESTS

- Writing Fashion
- Birdwatching Technology

## STRENGTHS

- Patience Intuition
- Criticality Stewardship

## LANGUAGES



## ACHIEVEMENTS

- Improved system performance by 20% through effective requirement analysis and solution implementation.
- Developed user documentation that enhanced team efficiency by streamlining onboarding processes.