

## [Your Name]

[Your Role - Business Analyst] (no need to include Junior or Senior)

[Your Location] | [Your Phone Number] | [Your Email]

[Your LinkedIn Profile URL]

### **OBJECTIVE / SUMMARY**

A concise statement (2-3 lines) highlighting your analytical expertise, problem-solving skills, and the value you bring to an organization.

- **Example:** *A detail-oriented and analytical Business Analyst with [Number] years of experience in eliciting requirements, improving processes, and leveraging data to drive business decisions. Seeking to apply expertise in [mention 2-3 key skills like data modeling, stakeholder management, SQL] to contribute to [Company Type/Goal].*

### **EXPERIENCE**

[Your Job Title],

[Company Name] [Location]

[Month, Year – Month, Year]

**Achievements & Impact:** (Focus on quantifiable outcomes of your analysis and recommendations)

- **Example:** Identified process inefficiencies and recommended solutions that led to a [Percentage]% reduction in operational costs and a [Percentage]% improvement in cycle time for [Specific Process].
- **Example:** Developed and implemented a new reporting dashboard using [Tool, e.g., Tableau], providing key stakeholders with actionable insights and improving decision-making speed by [Percentage]%.
- **Example:** Successfully managed requirements for [Project X], resulting in an on-time, on-budget delivery and [Specific Benefit, e.g., 15% increase in system adoption].\*

**Responsibilities:** (Use action verbs to describe your analytical tasks and collaborations)

- **Example:** Elicited, analyzed, and documented business and functional requirements from stakeholders through interviews, workshops, and document analysis.\*
- **Example:** Created detailed process maps, use cases, user stories, and data models to support system development and process improvement initiatives.\*
- **Example:** Performed gap analysis between current and future state processes, identifying opportunities for optimization and automation.\* (No longer than 3 lines per bullet)

[Your Job Title],

[Previous Company Name] [Location]

[Month, Year – Month, Year]

**Achievements & Impact:**

- **Example:** Contributed to a data migration project by validating data accuracy, resulting in a [Percentage]% error reduction.\*

**Responsibilities:**

- **Example:** Facilitated communication between business units and IT teams to ensure a clear understanding of requirements and project objectives.
- **Example:** Supported User Acceptance Testing (UAT) by developing test cases and coordinating testing efforts with business users.\*

**PROJECTS** (If applicable, especially for showcasing specific analytical tools or methodologies)**[Project Name/Type],****[Your Role],****[Context (e.g., Capstone Project, Personal Venture)]****[Year and Month]****Objective & Outcome:**

- **Example:** Conducted a comprehensive market analysis for [Industry/Product], identifying key trends and competitive advantages, which informed [Specific Strategy/Decision].\*

**Key Activities:**

- **Example:** Utilized SQL to extract and analyze large datasets from [Source]; visualized findings using [Excel/Tableau].\*
- **Example:** Presented findings and recommendations to senior management.\*

**EDUCATION** (If you are a recent graduate, move this section to the top)**[Degree Earned],****[School Name],[Location]****[Year of Graduation]** (Include if your graduation year is within 6 years)**Optional:** Relevant coursework (e.g., Data Analysis, Statistics, Database Management), projects, or awards.\*

- **Example:** Relevant coursework: Trends in Enterprise Information Systems, Data mining and Forecast Management.\*

**SKILLS****Business Analysis:** Requirements Elicitation & Management, Process Modeling (BPMN, Flowcharts), Gap Analysis, Use Case Development, User Story Writing, Stakeholder Management, Root Cause Analysis, Data Analysis.**Technical Skills:** SQL, Microsoft Excel (Advanced, including PivotTables, VLOOKUPs), Data Visualization (Tableau, Power BI, Qlik Sense), Database Management (Basic).**Methodologies:** Agile (Scrum, Kanban), Waterfall.

**Collaboration Tools:** Jira, Confluence, Microsoft Visio, Slack, SharePoint.

**Other Relevant Skills:** Financial Modeling (Basic), Reporting, Workshop Facilitation.

**Languages:** Fluent written and spoken English.

