

[First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented [Business Analyst] with [X+] years of experience translating complex business needs into clear, actionable requirements and data-driven solutions. Proven track record of partnering with cross-functional stakeholders to streamline processes, optimize KPIs, and support strategic decision-making. Adept at requirements elicitation, data analysis, and stakeholder communication across the full project lifecycle. Known for converting insights into measurable business value while ensuring alignment with organizational goals and user needs.

PROFESSIONAL EXPERIENCE

[Senior Business Analyst] | [Company Name]

[MM/YYYY] – Present | [City, State]

- Led end-to-end business analysis for a [core product/initiative], collaborating with [Product, Engineering, Operations] to define scope, document detailed user stories, and prioritize a backlog that improved on-time delivery by [X%].
- Developed and maintained data models and dashboards in [Power BI/Tableau/Excel] to track [key performance indicators], enabling leadership to make data-driven decisions that increased [revenue/efficiency/customer satisfaction] by [X%].
- Facilitated workshops and requirements-gathering sessions with cross-functional stakeholders, producing comprehensive BRDs, process maps (using [Visio/Lucidchart]), and acceptance criteria that reduced rework and clarification requests by [X%].

[Business Analyst] | [Company Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Analyzed existing business processes across [department/functional area], identified bottlenecks, and recommended improvements that reduced cycle times by [X%] and lowered operational costs by [\$X or X%].
- Translated stakeholder needs into clear functional and non-functional requirements for [new system/module/report], working closely with developers and QA to ensure full coverage in design, test cases, and user acceptance testing.
- Created and maintained documentation including use cases, current/future state workflows, data dictionaries, and change impact assessments, supporting smooth implementation and adoption of [new tools/systems].

EDUCATION

[Bachelor of Science in Business Administration, Concentration in Business Analytics] | [University Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Relevant coursework: [Business Analysis], [Statistics], [Data Analytics], [Database Management], [Project Management].

SKILLS

- Business Analysis:** [Requirements elicitation], [User stories & acceptance criteria], [Use case modeling], [Process mapping], [Gap analysis], [Stakeholder management].
- Data & Reporting:** [SQL], [Advanced Excel], [Power BI/Tableau], [Data validation], [KPI definition], [Ad-hoc analysis].
- Tools & Methodologies:** [Jira], [Confluence], [Visio/Lucidchart], [Agile/Scrum], [Waterfall], [UAT planning & execution].
- Domain Knowledge:** [Finance/Operations/Customer Experience/Supply Chain] analysis, [process optimization], [policy & compliance understanding].
- Communication & Collaboration:** [Stakeholder facilitation], [requirements workshops], [executive presentations], [cross-functional collaboration].
- Problem-Solving:** [Root cause analysis], [risk identification & mitigation], [prioritization], [decision support].
- Soft Skills:** [Attention to detail], [critical thinking], [adaptability], [time management], [conflict resolution].

SELECTED PROJECTS

[Process Optimization & Automation Initiative] | [Company Name]

[MM/YYYY] – [MM/YYYY]

- Mapped end-to-end workflows for the [order-to-cash/procure-to-pay/customer onboarding] process, identified redundancies, and proposed automation opportunities using [RPA/low-code platform], resulting in a projected [X%] reduction in manual effort.
- Defined business rules, data requirements, and exception handling scenarios, partnering with technical teams to ensure the solution aligned with compliance and audit standards.

[KPI Dashboard & Reporting Framework] | [Company Name]

[MM/YYYY] – [MM/YYYY]

- Collaborated with leadership to identify critical KPIs for [sales/operations/customer service] and designed a standardized reporting framework using [Power BI/Tableau/Excel] that provided a single source of truth for performance tracking.
- Documented data sources, transformation logic, and dashboard requirements, enabling consistent, repeatable reporting and reducing manual reporting time by [X hours/week].