MA

MICHAEL ANDERSON

Information Technology Business Analyst

📞 CONTACT

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📍 San Francisco, CA

🎓 EDUCATION

Bachelor of Science in Information Technology

University of California Berkeley

⭐ SKILLS

- System Analysis
- Project Management
- SQL
- User Acceptance Testing
- JIRA
- Market Research

🗚 LANGUAGES

- English
- Spanish
- French

Versatile and results-driven Business Analyst with over 7 years of experience in the information technology sector. Expert in analyzing system requirements and translating them into functional specifications that meet user needs. Proven ability to collaborate with diverse teams to deliver innovative solutions that enhance operational efficiency. Skilled in utilizing project management methodologies to ensure timely project delivery.

💼 WORK EXPERIENCE

Information Technology Business Analyst
2020-2023

Tech Solutions Group

- Analyzed user requirements to develop functional specifications for IT projects.
- Collaborated with developers to ensure alignment on project goals and deliverables.
- Facilitated user acceptance testing to validate system functionality.
- Utilized JIRA for project tracking and management.
- Prepared documentation for training and user manuals.
- Conducted training sessions for end-users on new systems.

Business Analyst
2019-2020

Innovative Tech Solutions

- Gathered requirements from stakeholders for software development projects.
- Conducted market research to inform product features and enhancements.
- Supported project management efforts by tracking project milestones.
- Utilized SQL for data extraction and reporting.
- Developed process improvement initiatives that enhanced efficiency.
- Engaged with clients to gather feedback and enhance service delivery.

⭐ ACHIEVEMENTS

- Successfully delivered multiple IT projects on time and within budget.
- Recognized for excellence in stakeholder engagement and communication.
- Improved project delivery timelines by 15% through process enhancements.