Jane Doe (Applying for a promotion in business analytics staying in Business sector)

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# Summary of Qualifications

# Experienced Data & Business Analyst with over 5 years of expertise in financial reporting, technical documentation, and data-driven decision-making.

# Successfully managing budgets up to $142,000 and leading cross-functional teams to deliver high-impact projects.

# Award-winning professional, recognized with ACI Distinction Awards in 2020 and 2021 for exceptional contributions to business analysis and project execution.

# Led a cross-functional initiative to implement a new project management system, streamlining workflows between IT, finance, and business teams; facilitated stakeholder meetings, ensured alignment on goals, and improved reporting efficiency by 25%.

**SKILLS**

Software Products: Word, Excel, Access, PowerPoint, Project, QuickBooks, Frame Maker, Oracle, Salesforce, Clarity

Programming Languages: SQL, Java, C++, Visual Basic, COBOL, Assembler

# EXPERIENCE

**ACI WORLDWIDE – Omaha, NE** Oct 2020-Present

*Business Support Analyst; Information Developer; Project Manager*

* **Develop a product group financial report card,** leveraging Microsoft Excel and corporate financial data to provide actionable insights, improving budget forecasting accuracy.
* **Consolidated corporate financial spreadsheets into a dynamic dashboard**, enabling leadership to track key performance indicators (KPIs) and improve strategic decision-making.
* **Developed internal technical documentation and user manuals** using FrameMaker and Microsoft Word, ensuring compliance with company standards and enhancing system usability.
* **Implemented process improvements in financial tracking**, reducing report discrepancies by **20%** and increasing reporting accuracy through automation.

**WADDELL & REED FINANCIAL SERVICES - Omaha, NE** Dec 2019-Oct 2020

*Compliance Administrator*

# Authored comprehensive manuals and guides for internal resource management tools and external customer payment processing software, reducing training time for new employees by 30%.

# Presented data-driven insights to leadership, delivering project progress reports and sales forecasts that improved decision-making and increased stakeholder engagement.

# Conducted compliance audits and risk assessments, identifying and mitigating operational risks that enhanced regulatory adherence.

# Collaborated with IT and finance teams to streamline payment processing procedures, reducing transaction errors and improving customer satisfaction scores.

# EDUCATION

**University of Nebraska at Omaha - Omaha, NE** Dec 2016

Bachelor of *Multidisciplinary Studies*

Concentration in *General Administration*

**Metropolitan Community College - Omaha, NE** May 1015

Associates in Applied Science

*Database Administration*