

## Client Information

### Summary of Qualifications

I am a Business Analyst whose data management skills inform forecasting and financial planning for businesses by translating data into insights. An expert on reporting tool design, I add value by listening to project managers to analyse their requirements, and customizing solutions to keep deliverables on track. My core competencies include database design, reporting tools, data analysis, and training.

### Selected Accomplishments

- Designed cost efficiency tool used by cross-functional departments that allows time analysis by 90 users of >500 active project statuses, & >1K closed projects, highlighting root causes of variances; this allows remediation of issues for work in progress, as well as historic trend analysis
- Coordinated Demand Planning Tool & Profit Contribution Tool for utilization by over 20 project managers

### Professional Experience

#### Company Name

2013 – present

#### Senior Business Analyst

(promoted from Data Analyst role)

- Present forecast, sales, and cost analysis reporting to senior management & program managers
- Train program managers & administrators in formatting, uploading and troubleshooting data for SAP
- Run Deliverables Meeting with department & program managers, publishing status updates on Sharepoint
- Collaborate with offsite DevOps to implement Demand Planning Tool (data workflow mapping & migration, beta testing, QA, training & technical support)
- Translate system requirements into actionable items for stakeholders on the Profit Contribution global project in coordination with offsite IT team
- Support new program managers through systems training on reporting tool, invoicing & process orders
- Recruit & train business analysts

#### Company Name

2012 – 2013

#### Transportation Claims Analyst

- Analysed databases storing high volume of claims, and produced reporting that identified potential risks and recommended remediation
- Performed trend analysis on root causes for claims, highlighting losses & savings
- Formatted raw data in Excel & Access for migration to reporting tool
- Ensured that claim outcomes were fully documented & in compliance with the Agreements

**Alma Interior** 2009 – 2012  
**Office Administrator**

- Managed Accounts Payable & Receivables, generated financial reporting & payroll

**Mobile Distribution** 2006 – 2008  
**Assistant Purchasing Manager**

- Managed logistics & distribution of mobile phones to key accounts
- Established product requirements for retail chain stores
- Prepared financial forecasts, reporting & KPIs

## **Training**

Learning Power BI Desktop  
Learning Microsoft Power Apps  
SQL Essential (in progress)  
Access 2016 Essential  
Operational Excellence Foundations  
Six Sigma Green Belt

## **Technical Skills**

PowerBI; MS Office (expert-level Excel: PowerPivot, PowerView, Vlookup); Sharepoint;  
MS Access; SAP; SQL (basic)

## **Education**

Chartered Institute of Purchasing and Supply 2013  
Foundation Diploma

Faculty of Economics and Business Administration (Romania) 2005  
B.A. - Economics & Field Management, with honors