

# Sophia Williams

(412) 555-7634

sophia.williams@example.com

linkedin.com/in/sophiawilliams

4321 Oakwood Ave, Pittsburgh, PA 15222

## SUMMARY

Business Systems Analyst with over four years' experience in banking and finance. Expertise spans data analysis, system integration, and requirements gathering while proficient in SQL and data streaming platforms like Kafka. Set on enhancing operational efficiencies and data compatibility through collaborative efforts with internal teams and stakeholders. A track record of improving system functionalities and service delivery by addressing business needs with precise technology solutions creates a meaningful impact.

## EXPERIENCE

### Business Systems / Data Analyst

June 2021 - Present

Tech Innovations LLC

Pittsburgh, PA

At Tech Innovations, held responsibility for ensuring seamless communication between business units and development teams. Gathered critical requirements and conducted extensive cost-benefit analyses which informed operational strategies.

- Collaborated with various departments to document functional requirements.

### Junior Business Analyst

July 2019 - May 2021

Data Solutions Corp

Pittsburgh, PA

Supported system upgrade projects by engaging in data migration and requirement analysis. Partnered closely with IT teams, improving overall quality assurance processes regarding systems performance.

- Created and maintained documentation for project implementations.
- Facilitated cross-departmental meetings discussing analytic results

## LEADERSHIP & AWARDS

- Outstanding Employee Award for delivering excellence in system integration at Tech Innovations LLC.
- Recognition for project contributions towards improved operational efficiency at Data Solutions Corp.

## EDUCATION

### Bachelor's Degree in Information Systems

2019

University of Pittsburgh GPA: 3.8

Pittsburgh, PA

*Coursework: Systems Design, Data Analysis, Database Management, Software Development*

## CERTIFICATIONS

- Certified Business Analysis Professional (CBAP) 📅 2022
- Agile Certification 📅 2023

## TECHNICAL SKILLS

- **Data Analysis Tools:** Tableau, Excel, R
- **Project Management Tools:** JIRA, Asana, Trello
- **Database Technologies:** MySQL, PostgreSQL, MongoDB
- **Programming Languages:** Java, Python, C#
- **Methodologies:** Agile, Waterfall, Scrum
- **Operating Systems:** Windows, macOS, Linux
- **Cloud Platforms:** AWS, Azure, GCP
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Version Control:** Git, SVN, Mercurial
- **Web Technologies:** HTML, CSS, JavaScript

## SKILLS

- SQL
- Kafka
- System Integration
- Data Analysis
- Business Requirements Gathering
- Cost-Benefit Analysis

## PROFESSIONAL AFFILIATIONS

---

- Active member of the Pittsburgh Business Analysts Networking Group.
- Volunteer with the local community tech initiatives focusing on digital literacy.

## LANGUAGES

---

- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

---

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

---

AVAILABLE ON REQUEST