
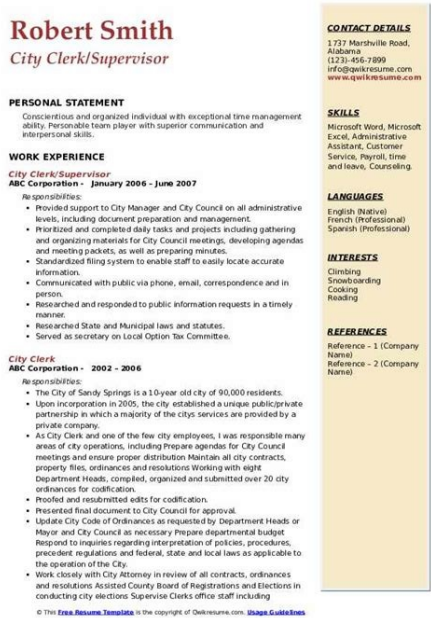


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# ROBERT SMITH

## Junior Business Analyst I

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Junior Business Analyst in Axiom Corporation, Associate Solutions Developer in Axiom Corporation, Masters Research in Knowledge discovery in Databases and Data Mining for TINITUS Web Development Intern in The Arc of Mecklenburg County , Web Development Intern in KRISHCRICKET.

### EXPERIENCE

#### Junior Business Analyst I

##### ABC Corporation - NOVEMBER 2010 - OCTOBER 2011

- Analyzed system requirements, developed detailed test plan & test cases for testing the functionality and security testing.
- Developed business requirement documents and functional specifications.
- Integrated technical data with proprietary software programs, conducted quality control of other business analysts, produced company documentation of .
- Performed testing for web-based insurance programs, developed test cases per requirements, and tracked and reported system errors Collaborated with .
- Served as the Junior business analyst with design, analysis, maintenance, documentation and testing of the web based application.
- Assisted in maintaining program libraries, user manuals, and technical documentation.
- Developed business requirement document using various sources of information and getting required approval from the senior members of the team.

#### Junior Business Analyst

##### Delta Corporation - 2009 - 2010

- Abidjan, Ivory Coast provide assistance to members in their eligibility process for preferential tariff and special duty rates Collect data, analyze .
- Produce adhoc data analysis reports for Regional President & VP of operations Utilized business intelligence applications to derive vital information .
- Interacted regularly with Users of varying associate/management levels to gather and analyze business requirement and rules and mandated with .
- Acted as a liaison between business and technical team to obtain detailed functional, Business requirements, users requirements, and Business rules .

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## Robert Smith

### QC Supervisor/Specialist

#### PERSONAL STATEMENT

To obtain a challenging QC Supervisor position utilizing inspection and work experience in Capital and Turnaround Projects enabling to expand knowledge and offer opportunities for personal and professional growth.

#### WORK EXPERIENCE

##### QC Supervisor/Specialist REPCON - June 2016 - 2020

- Responsibilities:
  - Involved in verifying that procedures are approved and in compliance with project requirements prior to the start of required work.
  - Ensured the traceability of all welds and materials of each project that range from ASME Sec.
  - Managed and directed the inspection activities of the QC Inspectors.
  - Monitored and reported on all stages of inspection activities and NDE as required to client reps.
  - Assisted in the verification of welder continuity and documentation thereof and assisting in getting the job packages turned over the client.
  - Reported to the Plant Quality Manager and responsible for developing plant Quality control procedures and assist with the administration of all Food Safety, Quality programs, and systems.
  - Monitored all Quality control activities to ensure compliance with governmental and corporate procedures.

##### QC Supervisor Delta Corporation - 2011 - 2016

- Responsibilities:
  - Developed and maintained all associated up to date documentation to be used in governing on-site audits, conducted reviews and acceptance of quality.
  - Developed weld tracking systems for various projects.
  - Exxon-Debuttretracking MobileTrain Vako-Akika Unit.
  - Duties included daily scheduling of inspections, project status updates and assisting QA/QE surveillances.
  - Responsible for daily, weekly and monthly inspection and surveillance reports, and the direct interface between the quality group, management, and the client.
  - Certified Mechanical, Welding PT, MT, VTI Level II, Performed RWEIWL, mechanical, welding, civil-anchors/grout, MR, PT, and VT inspections for SGT.
  - This is Dummy Description data, Replace with job description relevant to your current role.

#### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(223)-456-7899  
[info@qwikresume.com](mailto:info@qwikresume.com)  
[www.qwikresume.com](http://www.qwikresume.com)

#### SKILLS

QA Analyst, QA  
Representative, QA  
Assistant

#### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

#### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

#### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)



# Robert Smith

## Recruiter Coordinator

<b>PERSONAL STATEMENT</b> Recruiter Coordinator with 11+ years of professional Human Resources experience, in the areas of technical, sales and administrative full cycle recruiting and talent management. Successfully managed a team of 3-4 direct hires, while work directly with the Director of Human Resources. Responsible for aligning the hiring initiatives and business unit strategies of the recruitment department for the company. Highly self-driven in planning, communication, collaboration and delivering the best professional talent.	<b>CONTACT DETAILS</b> 1737 Marshville Road, Alabama (273)-456-7899 info@qwilexsumme.com www.qwilexsumme.com
<b>WORK EXPERIENCE</b> <b>Recruiter Coordinator</b> <b>ABC Corporation - June 2015 - 2010</b> <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Recruited Coordinator working within a fast-paced and laser-focused staffing team, working to coordinate candidate interviews with hiring managers (by telephone, Skype and Face to Face).</li><li>• Managed a complex scheduling system, facility requirements, and with team members who prioritize exceptional service to hiring managers with timely follow-up and follow through.</li><li>• Participated in candidate experience initiatives and coordinate special events to include open house events and creative sourcing campaigns.</li><li>• Generated critical staffing reports used for decision support, ensuring data integrity in an applicant tracking and/or DB Technology careers system.</li><li>• Performed data analysis using Microsoft Excel spreadsheets.</li><li>• Managed key administrative processes through the recruiting process to include the electronic employment application, NDA documentation, third-party background check initiation, and tracking.</li><li>• Mentored, trained, and advised the Recruitment Operations team, by developing and authoring training documents and instituting best practices.</li></ul>	<b>SKILLS</b> Communications, Collaboration, Team Leadership, Process Improvement, Training Mgmt. Development, Compliance.
	<b>LANGUAGES</b> English (Native) French (Professional) Spanish (Professional)
	<b>INTERESTS</b> Climbing Snowboarding Cooking Reading
	<b>REFERENCES</b> Reference - 1 (Company Name) Reference - 2 (Company Name)
<b>Recruiter Coordinator</b> <b>Delta Corporation - 2011 - 2015</b> <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Supported internal and external recruiting processes. Scheduled interviews for Corporate Recruiters and Hiring Managers. Conducted pre-employment.</li><li>• Made calls to businesses in different cities to recruit the decision maker such as managers, supervisors, presidents, and owners to participate.</li><li>• Encouraging people to want to help find a cure for a people with muscular dystrophy.</li><li>• Skills Used: High communication skills, interpersonal skills, and have a team player attitude.</li><li>• Outbound calls, re-searching warm leads, collecting personal information from consultants. Skills Used: Persuasion, sales, interpersonal communication.</li></ul>	© This <a href="#">Free Resume Template</a> is the copyright of Delcareumes.com. <a href="#">Image Guidelines</a>

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Extra business courses or a major in management information systems could also be beneficial areas of study for this career. Systems Analysts and Systems Engineers hold similar roles, but Systems Analysts are consultants while Systems Engineers are project managers. \*Indeed provides this information as a courtesy to users of this site. \* Excellent communication skills; detail oriented, quick learner, strong critical thinking skills; solutions driven and be able to handle several tasks simultaneously, Strong technical background. AIB International is trusted by many of the world’s most recognized brands by optimizing their processes, protecting the supply chain and enhancing organizations food safety culture. \* Equipping our customers and employees with knowledge and subject matter expertise \* Supporting the delivery of safe, quality products \* Promoting supply chain integrity \* Vision: \* To inspire the entire food and beverage industry to embrace and apply the highest integrity standards. Job description samples for similar positions If you're writing a job description for a related position to the Systems Analyst, see our job descriptions for similar roles: Business Systems Analyst Operations Analyst Business Intelligence Analyst Ready to Hire a Systems Analyst? This is so that the Systems Analysts working on an organization's system are able to fully understand the nature and needs of the systems in relation to the business. They give presentations explaining their findings and produce organized reports that the Systems Engineer or CTO can use to document new project initiatives. The services that AIB International provides includes training, inspections and consulting, research and product development, and certification. Because of the constant development of technology, ongoing education is important for anyone in the IT field in order to stay informed about new technology. Systems Analyst experience requirements Though there is more of a focus on education rather than experience in order to enter this field, some positions will require a familiarity with the industry. Systems Analysts report to Systems Engineers, Chief Technology Officers and other company leaders who make decisions about a business's IT needs. Good Systems Analysts are observant and critical when interacting with a new computing system or network. System Analysts train their IT team and help guide the implementation of new systems and procedures. When working on a new project, they meet with clients to determine their computing needs based on their organization's operations. Build a Job Description What are the daily duties of a Systems Analyst? Build a Systems Analyst Job Description Ready to Hire a Systems Analyst? Full-time Benefits, include: \* Virginia Retirement System (VRS) \* Health, Dental and Vision Insurance \* Flexible Spending \* Employer Paid Life Insurance \* Employer Paid Disability Insurance \* Voluntary Life Insurance \* Annual and Sick Leave \* 10 Paid Holidays \* Cancer/ICU and Accident Insurance \* Legal Resources \* Identity Theft Protection \* Wellness Program \* Employee Assistance Program (EAP) \* 403(b) Deferred Compensation Plan \* Group Long Term Care Insurance Job Type: Full-time Post a job in minutes and start receiving quality resumes as soon as today. \* Development of data extract/export processes and procedures to support data requests needs. They identify problems with a system and make repairs, updating Systems Engineers about changes to their system architecture. 10% Conducts ongoing customer follow up for open/closed help desk calls 10% Participate in training of help desk support team for new systems and hardware. Systems Analysts make recommendations to Systems Engineers about how to update their systems to achieve specific results. Duties will include: \* Designing of forms, reports, and dashboards using Microsoft SQL and Power BI tools or similar technologies. Though technical degrees are rarely required, programming or technical expertise can provide useful training for this role. \* Self-starter and \_ All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. \_ Job Type: Full-time \*Since 1971, Hampton-Newport News Community Services Board has provided a comprehensive continuum of high-quality, essential, and community-based services to citizens of the Peninsula who are affected by mental illness, developmental disabilities, and substance use disorders.\* The SQL Systems Analyst will primarily be expected to have strong technical expertise as required for data extraction, analysis, and reporting; business expertise is required for comprehension of processes associated with an electronic health record enterprise system. The Systems Engineer may make adjustments to meet company needs based on the Systems Analyst's advice What are the qualities of a good Systems Analyst? A Systems Analyst, is responsible for determining the computing needs of a client and translating them into system specifications. Find Jobs Some specific duties a Systems Analyst may be asked to perform include: Training users on how to appropriately utilize their computer systems Writing instruction manuals for systems Consulting with managers to determine what role the systems play in the business Testing the systems on a regular basis to ensure quality and function Preparing costs and benefits analysis on systems Brainstorming new ways to add more functionality to systems Choosing and configuring the hardware and software of a system Purpose OF JOB: This position assumes to support the design, implementation and support of the help desk software; analyzing data collected in the help desk application and making recommendations to improve our end users experience with Information Essential Functions: 20% Support designing, implementing, supporting and documenting Help Desk information systems and technology. When a Systems Analyst creates an improvement plan for an IT system, they work alongside the Systems Engineer to implement it. The Executive Leadership Team (ELT) and next level management team are positioned across the Americas, Europe, and Asia. \* Effectively capture business requirements, map processes, and develop functional specifications in support of business priorities \* Ensures operation of complex IT solutions by training personnel and providing support \* Coordinate testing and process changes through the organization as needed \* Provide second-level technical support for end users, opening, updating, and closing Help Desk Tickets \* Perform other duties as assigned by supervisor. Systems Analysts collect data, observe workflows and monitor system activity to identify vulnerabilities or areas of improvement. \* Growth mindset with proven track record for trying new, innovative approaches. \* Mission: \* The mission of AIB International is to positively impact the food and beverage supply chain every day. Build a Job Description Are you a Job Seeker? \* Responsible for working in and supporting the agency's electronic health record and connected systems. Salary may depend on level of experience, education and the geographical location. \_ Systems Analyst education and training requirements Generally, Systems Analysts must possess at least a bachelor's degree in a computer-related field of study. \* Experience in B2B within the food/beverage industry preferred. \* Work extensively with internal teams, clients, and vendors, providing subject matter expertise and hands-on implementation experience. Every day, its international team of inspectors, trainers, and regulatory experts work together with companies around the world, applying in-depth knowledge and technical expertise. Physical offices are in Manhattan, Kansas (Global Headquarters); Leatherhead, United Kingdom, and Shanghai, China and virtual offices are in Brisbane, Australia and Mexico City, Mexico. \* Key Success Metrics\* \*Competencies: \* \* Accomplishes information systems and organization mission by effectively capturing business requirements, map processes, and develop functional specifications in support of business priorities \* Implement complex IT solutions by defining and analyzing system problems, designing and validating standards and solutions, while documenting the process \* Defines application problem by conferring with key stakeholders, evaluating procedures and processes. Their role is to consult on the current state of an IT system and provide data-driven advice on how to expand or refine its operations to meet company needs. A good Systems Analyst is also able to explain complex technical concepts to clients and business partners who may not have a background in that area. Successful Systems Analysts have a creative and curious mindset that encourages them to explore all aspects of a system, finding unique and nuanced ways to improve efficiency or repurpose existing computer infrastructure. Please note that we are not your career or legal advisor, and none of the information provided herein guarantees a job offer. Systems Analysts begin assessing a current system by running stress tests trying to overload the system, allowing them to understand its current limitations and traffic capacity. This allows them to be persuasive and convince company leaders to prioritize their IT needs. Strong analytical skills and data-driven mindset to report on and optimize large data sets. Some companies do require Systems Analysts to earn a master's degree in business administration (MBA). Systems Engineers also build IT and computing networks for scratch, while Systems Analysts usually assess existing systems and focus on how to refine and improve them instead of building a completely new infrastructure. \* Qualifications\* \* Bachelor's Degree \* 5+ years of work experience in a technology related role, demonstrated ability to prioritize, organize, and coordinate simultaneous tasks/projects, Experience maintaining product backlogs to include epics, features, stories, and acceptance criteria. They determine what kind of hardware is essential for expanding a system and prepare a comparison of costs to potential benefits to the company, identifying when the updated system will pay for itself in improved efficiency. \* The Person\* \* \*Analytical & detail oriented: \* Exceptional creative judgement and attention to detail. No credit card required Easy posting process No contracts required Build a Job Description Systems Analysts are high-level information technology experts who work in IT departments to guide the development of computer networks and systems. AIB International serves clients in over 120 countries in five major geographic regions: North America, Latin America, EMEA (Europe, Middle East, and Africa), China, and Asia Pacific. \* \*Strategic: \* Ability to think through and solve complex issues. \* \*Communication: \* Proficiency in writing and editing to craft messages and headlines, ad copy, effective CTAs, etc. \* The Role\* AIB International has over 240 full-time employees and 100 independent contractors worldwide with 70% of the population based in North America and 30% throughout the rest of world. 10% Support the ongoing development and maintenance of a departmental knowledge data base. On a typical day, Systems Analysts spend their time running tests and interpreting data. Systems Analyst skills and qualifications In order for a Systems Analyst to be truly effective in their role, they need some key skills, such as: The ability to take initiative and be self-motivated An adaptable and flexible attitude, allowing them to approach and solve a problem by examining it from different angles Strong interpersonal skills Written and verbal communication skills The ability to collaborate within a team Strong attention to detail Developed skills in examination and analysis Systems Analyst salary expectations A Systems Analyst makes an average of \$79,776 per year. Their duties include completing evaluations of hardware and software, giving advice to shareholders about their IT infrastructure and producing cost analysis of potential IT initiatives. They communicate their findings to company leaders and help them compromise their needs and resources. System Analyst is responsible for observing and monitoring system activity to identify vulnerabilities or areas of improvement, work with key stakeholders to design and implement systems and or solutions, while documenting process / workflows and system requirements. 10 % Support ongoing analysis of help desk data and makes recommendations to reduce recurrent help desk calls. Hospitals, for instance, would need a Systems Analyst that thoroughly understands health plans and programs, while a bank's Systems Analyst may need a background in finance. 40% Support the majority of entry level Help Desk tickets On call per the needs of the Department Job Type: Full-time Pay: From \$17.00 per hour Benefits: \* Dental insurance \* Flexible spending account \* Health insurance \* Health savings account \* Paid time off \* Retirement plan \* Vision insurance Schedule: \* 8 hour shift \* Monday to Friday Education: \* High school or equivalent (Preferred) Experience: \* Help desk: 1 year (Preferred) \* Windows: 1 year (Preferred) Work Location: One location \*Role Description\* \*Position: \* Systems Analyst \*Location: \* United States of America \*Reporting Relationship: \* CIO/CTO \* Website: \*[website] \* AIB International\* For 102 years, AIB International has helped food manufacturers and distributors improve their food safety and quality management practices. \* Write and maintain SQL scripts, views, triggers, and related functions. Who does a Systems Analyst report to? Typically, the more technical the job, the more useful that a master's degree in computer science (MCS) is for this position. AIB International generates over \$45M+ in annual revenues and while they are a non-profit, the organization operates like a global for-profit business due to its client base and the competitive nature of the business activities. What is the difference between a Systems Analyst and a Systems Engineer? The Systems Analyst implements and oversees complex computer systems for the organization with the goal of increasing efficiency. Systems Analysts present their recommendations to clients and help devise a plan for implementing changes. \* Responded to time-critical ad hoc data and reporting requests and participates in on-going report creation, administration, maintenance, tuning, and end user support and data reconciliation. They communicate with other IT professionals about how to test the new system and configure updates according to schedule.

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