[Your Full Name]

Business Systems Analyst

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your experience or training] in business systems analyst work. Skilled in [relevant strengths] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Requirements gathering, process mapping, SQL, user stories, UAT, stakeholder communication

[Keep only skills you have and tailor them to your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Translated [business needs] into [number] validated requirements.
- Mapped [process] and recommended changes that saved [hours or cost].
- Coordinated user acceptance testing with [number] stakeholders.

[Previous role, internship or relevant volunteer experience]

- [Your contribution and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [Graduation year]

[Relevant coursework or honors if useful.]

Selected Projects

[Systems improvement project] | [Organization]

Describe requirements, your contribution and the implemented result.