**[Business Analyst](https://www.postjobfree.com/resume/ad079v/business-analyst-tysons-va)**

**Location:**Tysons, VA

**Posted:**November 17, 2023

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**Resume:**

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alyssatran8@gmail.com ? Tysons, VA ? 703-459-0400

WORK EXPERIENCE

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UX/UI Designer (Freelance) September 2023 ? Present

? Ensure compliance of the user interface.

? Select colors and font, positioning the page?s element to quickly and immediately communicate information for the user.

? Work closely with the Business Analyst and Customer to come up with wireframes for user stories in the back log before they are pulled into a development sprint.

? Help the team by minimizing the time a developer spends designing screens he/she will also help in getting the requirements to a more complete state to minimize rework.

? Research user habits and issues; interface with users, BA, and POs.

? Reduce user pain points, simplify design elements, write content in plain language.

? Develop mockup of the website and interfaces utilizing best practices to ensure maximum usability.

? Create interface elements such as menus, tabs, and other fields using design templates and UI Libraries

? Testing and troubleshooting user experience issues.

? Collaborate with Business Team to incorporate business needs into the design.

? Develop style guide.

? Design common component libraries.

Crescent Light Careers July 2021 ? Present

Business Analyst Haymarket, VA

? Improve training and operational procedures within a business to increase efficiency and productivity.

? Analyze current business processes and make recommendations for improvement based on industry trends and professional business knowledge.

? Develop acceptance criteria for Use Cases, User Stories, and Workflows.

? Perform document reviews, requirement reviews, and system functionality overviews.?

? Ability to coordinate testing activities across technical and Software Quality Assurance leads.

? Assist with development of test plans, test scripts, and usability scenarios.

? Assist with Requirements Validation Testing and System Testing.

? Create and provide demos for reports to team members and clients to support recommendations and requirements.

? Facilitate all collaborations between POs, Scrum and Development Team.

? Ensure proper sprint backlog by understanding the purpose and identifying the user story with the team.

? Oversee implementation projects from beginning to completion.

? Develop and maintain all functional requirements and user stories.

? Analyze, plan, and implement process improvement.

? Participate in product design reviews to provide input on functional requirements, product designs, schedules, or potential problems.

? Work in AGILE environments

? Experience utilizing JIRA and Confluence

? Run SQL database queries and analyze financial reports.

? ?Involved in Business Analysis and preparation of Test Plan.

? Created and Executed Test Cases and verified the expected results.

? Conducted test case reviews to ensure scenarios capture the functionality.

? Defect tracking and reporting using Jira Defect Management System

? Involved in extensive Data validation using SQL queries and back-end testing.

ManTech International Corporation October 2019 ?July 2021

Business Analyst/Associate Technical Recruiter Herndon, VA

? Requirements Gathering: while acting as the business partner, gather requirements, facilitate sign-off sessions (consisting of business/functional requirement reviews and approvals) and turn the requirements into actionable items for the developers.

? Documenting and reporting: create as is/to be process flows, use cases and regular provision of information to decision-makers.

? User Interface Design Specifications: mapping of what information needs to be displayed/edited during each step of the process to allow for optimum UI design.

? Agile Story Development: create development user stories and perform testing on developed work to ensure the item developed meets the intent of the story.

? User Acceptance Testing: conduct functional testing, write test scripts and facilitate business UAT.

? Implementation support: provide training and user manuals to support end-users.

? Stakeholder management: act as the liaison between the business and the project team.

? Estimated work and timelines; split workload into components for individual work which resulted in providing effective and timely business and technical solutions to ensure projects were delivered on time, within budget, adhering to high-quality standards, and meeting stakeholder expectations.

? Full life-cycle recruiter on multiple contracts supporting multiple forces in the Department of Homeland Security (DHS) and Department of Defense (DoD).

? Screens and assesses candidates to determine job fit, demonstrating ability to anticipate hiring manager preferences through high offer-to-interview ratios.

? Manages client relationships and acts as an advisor to hiring managers and interview teams

? ServiceNow responsibilities:

? Respond to requests for technical assistance via phone, chat, or email.

? Diagnose and help resolve technical issues remotely.

? Receive Tier 1 & 2 escalations.

? Follow incidents through to resolution.

Agensys Corporation July 2019 ? October 2019

IT Technical Recruiter Ashburn, VA

? Full life-cycle recruiter on 10+ accounts (Perspecta, Serco, Booz Allen Hamilton, Dell, Freddie Mac etc.) and supporting agencies such as DOD, DOJ, DHS, FEMA, USCBP etc.

? Key focus on sourcing for cleared Technical candidates (Cloud Architects, Software engineers, Java Developers, System Administrator, Business & System Analyst etc.)

? TS/SCI & full scope polygraph recruiting.

? Proactively built a pipeline by sourcing and screening new candidates and maintain relationships for current and future needs.

? Responsible for candidates BGI forms, start pack and time sheets.

? Manage and keep track of metrics (New Rec Calls, Maintenance Calls, Email Incoming & Email Outgoing) through BigBiller.

? Consistently reach goal of 2 starts per month and 10 submittals a week.

? Conduct phone screens and schedule interviews

? IT Technical Recruiter Training by/from Agensys Corp. (2019)

Human Resource Intern January 2019 ? April 2019

Children?s Museum of Richmond Richmond, VA

? Audit I-9 forms and assist with recruiting, hiring and on-boarding employees.

? Maintain constant communication with other departments regarding HR needs.

? Assist with organizing new and ongoing events involving recognizing employees or promoting employees.

? Assist in updating and researching employee manuals and policies.

Fuse Marketing LLC. January 2018 ? March 2018

Pepsi Co. Brand Ambassador Richmond, VA

? Promote a variety of PepsiCo beverages such as: Gatorade, Mountain Dew, AMP Energy & Doritos.?

? Set up various events to help generate brand awareness for Pepsi around campus.

? Conveyed noteworthy information about project successes and product updates to customers.

? Took professional quality photographs to use on social media channels for promotional benefits.

Cin?Sports January 2018 ? June 2018

Administrative Intern Richmond, VA

? Assist in creating proposals for future clients/customers and in research of company related projects.

? Assisted senior administrative professionals with daily work tasks.

? Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.

EDUCATION

Virginia Commonwealth University May 2019

Bachelor of Science Richmond, VA

Major: Business-Human Resource Management

Minor: Information Systems

Certifications:

Oracle Database SQL Certified Associate Certification In Progress