

Katherine Chavez

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PROFILE

Solutions-driven business analyst with experience developing, documenting and implementing innovations that assist in the attainment of business goals. Strong knowledge of using tailored software solutions to raise efficiency. Hoping to bring fresh, cost-effective solutions to your company that lead to increased profitability and growth.

PROFESSIONAL EXPERIENCE

Junior Business Analyst

Epsilon Software, Seattle, WA | July 2019 – Present

- Develop business documentation, including procedures, work instructions and process flow diagrams
- Participate in knowledge transfer and requirement gathering sessions to determine business goals and areas for improvement
- Assist with user testing and training to ensure solution meets business requirements

Junior Business Analyst

Buchanan Business Solutions, Seattle, WA | August 2018 – July 2019

- Provide recommendations for improving business activities to meet business goals
- Collected and analyzed information for accuracy and quality
- Write technical specifications for new software development that communicates user requirements

EDUCATION

Bachelor of Science in Information Science

University of Colorado Boulder, Boulder, CO
September 2014 – June 2018

KEY SKILLS

- Ability to collect, compile and translate business data into easy-to-understand reports
- Ability to manage multiple responsibilities concurrently
- Experience with database and modeling software, including Microsoft Visio
- Solid analytical, problem-solving and organizational skills
- Strong verbal and written communication skills