

Katherine Chavez

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Business Analyst with experience finding cost-effective solutions for sustained revenue and profit growth. Draw on strong knowledge of tailored software solutions to raise efficiency by more than 10%. Committed to driving positive change for best-in-class tech companies.

Key Skills

- Change Facilitation
- Complex Problem-Solving
- Data Gathering & Analysis
- Efficiency Improvement
- Microsoft Visio
- Process Streamlining
- Reporting & Documentation
- Task Prioritization
- Time Management

Professional Experience

Junior Business Analyst

LMN Software, Seattle, WA | July 2022 to Present

[Industry-leading software company with \$15M annual revenue]

- Develop business documentation, including procedures, work instructions, and process flow diagrams
- Participate in knowledge-transfer and requirement-gathering sessions to help define business goals and improvement areas
- Assist with user testing and training to ensure solutions meet all business requirements

Junior Business Analyst

Buchanan Business Solutions, Seattle, WA | August 2021 to July 2022

- Explored and suggested process improvements to help meet business goals
- Gathered and reviewed information for quality and accuracy
- Wrote technical specifications for new software development based on user requirements

Education

Bachelor of Science (BS) Information Science

University of Colorado Boulder | 2021