

# Alleen Cesaire

Business Analyst

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## EDUCATION

**Bachelor's degree in Business Administration at New York University, New York, NY**

Sep 2014 - May 2019

I learned how to use Microsoft Word, Excel, and PowerPoint; I also gained skills in communication, organization, and critical thinking.

## LINKS

[linkedin.com/in/alleencesaire](https://www.linkedin.com/in/alleencesaire)

## SKILLS

Requirements gathering

Documentation

Business process modeling

Data analysis and interpretation

Strong math skills (for analytics)

Ability to create prototypes

Communication

## LANGUAGES

English

Spanish

## PROFILE

As a business analyst, I have experience working with clients to understand their needs and requirements. I am able to take complex problems and break them down into manageable tasks. I have excellent communication and interpersonal skills that allow me to work well with others. My analytical skills help me see both the big picture and the details of a problem so that I can find creative solutions.

## EMPLOYMENT HISTORY

### ● Senior Business Analyst at Synergy Business Solutions - North Carolina

Apr 2022 - Present

- Wrote DB scripts, translated business rules into functional specifications and helped developers with SQL queries.
- Assisted in designing and conducting various training sessions for the newly implemented reporting tool among different units of an organization.
- Recommended solutions to 50%+ efficiency improvements within Client Services through successful process redesign and implementation initiatives leading to subsequent headcount reduction from 17 FTEs to 10 FTEs.
- Demonstrated exceptional data analysis skills while solving complex problems under tight deadlines saving the company \$100,000 per month by uncovering billing discrepancies with a major supplier.
- Generated daily/weekly/monthly reports as requested using Business Objects 4.0/6i including Universe Design.

### ● Business Analyst at The Analyst Group - Massachusetts

Jul 2019 - Mar 2022

- Defined business requirements for a new order management system which resulted in improved efficiency and accuracy of orders placed by customers.
- Created process maps and documentation to streamline the credit application approval process leading to a decrease in processing time from 5 days to 2 days.
- Developed financial models used to forecast future revenue and expenses for 3 years which assisted in identifying cost saving opportunities amounting to \$1.2M annually.

## CERTIFICATES

**IEEE Computer Society Certified Software Development Professional (CSDP)**

Sep 2020

**Certified Business Analysis Professional (CBAP)**

Apr 2019

**EC-Council Certified Security Analyst/Licensed Penetration Tester (ECSA/LPT)**

Jan 2018