

**Thomas Jones**  
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**Any Town, NY**  
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## **SUMMARY:**

- Over 10+ years of experience in software implementation and quality assurance including.
- Knowledge of VSOE, SOP 97-2 and EITF 08-1 with Revenue Recognition processes.
- Possess great analysis and problem solving abilities and have provided innovative solutions to business problems.
- Ability to work with all levels of cross-functional team, responsible for improving business processes and providing value to the functions they support.
- Strong organizational and time-management skills and able to manage multiple priorities in a fast-paced environment.
- Solid verbal and written communications skills and the ability to interact effectively with users and project team members.

## **SKILLS:**

- SDLC methodologies and Project Management.
- PL/SQL, My SQL, Toad.
- UNIX (SunOS, Solaris), Linux, Windows NT, XP and Vista.
- C++, UNIX Shell, Java, JavaScript, HTML and VB.
- Software testing automation tools, including JUnit, Silk Test, Win Runner and QA Partner.
- Microsoft Office including Excel, Word, PowerPoint and Access.

## **EXPERIENCE**

2008- 2010     **Business Systems Consultant**  
ABC Inc, Any Town, NY

- Liaised with business and functional owners during risk engineering and high-level review sessions to derive and execute action plans, meeting deadlines and standards.
- Defined and documented clear and complete detailed business requirements and functional specifications using the SDLC methodology from the Business team.
- Organized meeting with business users to prepare and update Business Process Requirements and System Requirements.
- Created test cases and test scripts.
- Ensured all artifacts complied with corporate SDLC Policies and guidelines.
- Prioritized outstanding defects and system problems, ensuring that accuracy and deadlines were met.
- Performed GAP analysis of business rules, business and system process flows, user administration, and requirements.
- Applied change requests, versions, and addendums.
- Developed use cases, workflow, screen mock-ups, and conversion requirements.
- Conducted risk engineering to derive and execute action plans on time.
- Prioritized business and systems problems; analyzed legislation and conducted impact analysis.
- Prepared business process models; used Visio to create use case diagrams and business process flows.

2004 – 2008     **Business Systems Analysts**  
XYZ Corp, Any Town, NY

- Project lead creating requirements, analysis, and implementation plans for multiple lines of business focusing on gap risks.
- Captured technology and business requirements ensuring agreement among stakeholders.
- Developed enhancements to the budgeting and corporate planning tool set.

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- Implemented financial transparency processes: data analysis process to ensure data quality across multiple business units.
- Performed ad-hoc fundamental financial analysis across equity and fixed income utilizing excel, JP Morgan analytics, and outside datasets.
- Developed, and presented project demos and trained to pertinent business groups.
- Provided training, task plans, and leadership for new hires.

**2000 – 2004    Lead Business Analysts**

BCD Inc, Any Town, NY

- Coordinates projects and manages all aspects of a moderately complex information technology projects or multiple, medium-scale IT projects, including project planning, execution, timing, functionality, quality, communication and cost. Executes moderately, complex information technology projects from the original concept through the final implementation as well as ensures that the projects are aligned with nationwide standards and IT strategies.
- Establishes and communicates goals and directs team activity. Leads project teams in the development and implementation of detailed work plans, schedules, project estimates, resource plans and status reports. Manages all activities regarding project risk and change management for medium- to large-scale IT projects.
- Leads and independently assesses inter-project/initiative dependencies and gauges the financial impact and risk of the project. Manages the project scope change process including the facilitation of issue/gap identification and resolution with business units, systems areas, channel managers and product managers.
- Leads the interfaces between IT projects and systems and business unit leadership to ensure collaboration and coordination between the project development staff, management, infrastructure areas, business partners, and if necessary, vendors and outside consultants.
- Monitors and assesses projects and communicates status to senior leadership. Identifies and anticipates issues that affect the successful delivery of projects. Facilitates resolution, mitigation, and appropriate escalation, up to and including senior management.

**EDUCATION AND TRAINING**

- Oracle Certified Professional
- Accounting Specialist Diploma, New York University.
- BA, Business Administration, University of California, Berkeley.

**LANGUAGES**

- Bilingual English and Mandarin