**Robert J. Manning**

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**Career Summary:**

Experienced and talented business analyst with proficiency in transforming business process for generating revenue and delivery high-quality customer experience. Demonstrated abilities in updating processes within set budget and achieving business goals. Delivered sustainable solutions on key business issues. Supported diverse projects for employers and implemented information technology for fast and efficient movement of goods and services.

**Summary of Skills:**

* Strong knowledge of business processes and technological support
* Excellent analytical, communication, and presentation skills
* Skilled in interacting with the management, stakeholders, staff, and bridging communication gap
* Ability to coordinate with cross-functional department and deliver effective solutions
* Adept in preparing budget for department and monitoring activities
* Outstanding time management and organizational skills
* Strong attention to detail and working with project management software

**Work Experience:**

Business Analyst

Zenith Corporation, Willard, OH

October 2015 – Present

* Identifying and implementing needs of adaptability, agility, and ability for overall health of business
* Planning, evaluating, and inventing conventional methods for business processes
* Coordinating with the R&D department and assisting in development of new products
* Implementing latest information technology for projects and convincing stakeholders and partners for budget
* Planning and monitoring work process of cross-functional department and providing support
* Performing requirements analysis and simplifying requirements

Business Analyst

Star Inc, Willard, OH

February 2012 – September 2015

* Assessed, analyzed, and planned growth initiatives and operational initiatives
* Supported project managers through qualitative and quantitative analysis
* Implemented changes in finance, production, and marketing department and improved company revenue by 40%
* Assisted in tracking and managing operations expenses and post-production activities
* Documented implemented change, and reviewed and updated existing data
* Assessed training needs for improving product quality and arranged for the same

**Education:**

* Bachelor's Degree in Business Management   
  ABC University, Willard, OH   
  2011

**Reference:**

On request.