

IT Analyst with 8 years' experience and a master's degree in Information Systems.

Experienced IT analyst with a proven keen grasp of interpersonal relationship management and technical skills utilized for attaining business goals. Experience includes the successful demonstration of leading cross-functional teams to perform and document insightful assessment of current business processes, technical analyses, quality validation and continuous improvement of web-based solutions.

Professional Skills

Platforms: Linux, MacOS, Windows

Functional Skills: Knowledge Management, Technical Writing, Requirements Gathering & Analysis, Change Management, Stakeholder Management, Business Process Improvement

Technical Skills: Cloud Computing (AWS), Virtualization, Troubleshooting, ServiceNow, Visio, HTML, Jira, Excel, Information Security, Networking, Data Loss Prevention

Methodologies: Software Development Life Cycle (SDLC), ITIL, Agile Development

Certifications: AWS Certified Solutions Architect – Associate, Certified ScrumMaster (CSM)

Professional Experience

Technical Specialist | Weill Cornell Medicine, New York, NY

July 2022 – Present

- Works with Solutions Architect to develop/maintain an overall research administration application architecture.
- Maintains documentation of technical features of research administration portfolio.
- Assists in the design and improvement of SDLC processes and participates in solution design discussions.
- Assists in determining the best way to deliver required business function, based on identified business requirements.

IT Business Analyst | Weill Cornell Medicine, New York, NY

December 2017 – July 2022

- Manage and liaise with stakeholders to gather business requirements, create functional/technical specifications, analyze, and distribute data, and interface with cross-functional teams including Business Intelligence, Application Development, Quality Assurance, Training and Security to ensure business process improvement.
- Use key performance metrics and data to provide insights and strategic business recommendations for key stakeholders.
- Develop project plans, workflows, training, documentation, and administrative approvals required to advance 5,000+ Weill Cornell research studies.
- Maintain business reporting specifications to automate and improve the optimization of Business Intelligence reports.
- Design business process workflow diagrams to identify opportunities for business operational improvement.
- Conduct quality control testing and gap analysis to create and improve workflows and business processes.

Application Support Analyst II | Weill Cornell Medicine

October 2015 – December 2017

- Provided Tier 2 end-user support for research application modules.
- Provisioned user access rights to research application modules.
- Collaborated with lead analysts in the implementation, testing & training for new and enhanced functionality.
- Created and developed knowledge base in ServiceNow to store documentation, procedures, and solutions.

- Provided Tier 1 end-user support for Microsoft Windows based systems & proprietary surveillance software.
- Conducted testing and analysis to enhance video analytics software.
- Created and maintained company knowledge base.

Education

Certificate in Systems Design	2021
Cornell University, Ithaca, NY	
Master of Science in Information Systems	2011 – 2014
Long Island University, New York, NY	
Bachelor of Science in Information Management & Technology	2006 – 2011
Long Island University, New York, NY	