

# EDWARD BAILEY

(123) 456-7890 · email@example.com · LinkedIn | Portfolio  
City, State Abbreviation ZIP Code

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## PROFILE

Dedicated and results-driven business analyst with over seven years of experience. Background in fuel-related systems optimization and renewable energy. Possesses a strong analytical mindset coupled with excellent interpersonal and communication skills. Leads cross-functional teams, conducts data analysis, and identifies opportunities for process enhancement.

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## KEY SKILLS

Interdepartmental coordination  
Microsoft Suite (Excel, Visio, Word)  
Project prioritization

Requirement elicitation and analysis  
Stakeholder relations  
Time management

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## PROFESSIONAL EXPERIENCE

### Business Analyst

July 2018 – present

#### WEC Energy Group, Milwaukee, WI

- Lead analysis and support functions within the renewable energy and customer-owned electric generation systems (COGS) domain
- Update interconnection processes in alignment with pending PSC 119 state regulations
- Develop and implement a customer communication strategy, resulting in a 15% increase in customer engagement and awareness of renewable energy initiatives
- Ensure accuracy and maintenance of iAvenue information, producing regular reports on COGS trends for planning and analysis
- Collaborate with the IT department to enhance the iAvenue system and reduce data entry errors by 40%
- Liaise between the department and regulatory bodies to ensure compliance

### Business Analyst

January 2016 – June 2018

#### RaceTrac, Atlanta, GA

- Maintained and managed development backlogs, reducing project turnaround time by two weeks
  - Led and facilitated over 50 meetings, ensuring efficient collaboration and decision-making processes
  - Proactively identified and addressed system or process gaps, leading to a 27% reduction in system-related issues, saving an average of 15 hours per week
  - Collaborated with each department to integrate a new CRM system for tracking data and personalizing service
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## EDUCATION

### Bachelor of Business Administration (B.B.A.)

Marquette University, Milwaukee, WI, September 2013 – June 2017

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## CERTIFICATIONS

- Certification of Competency in Business Analysis (CCBA), IIBA, 2018
- Microsoft Office Specialist (MOS), Microsoft, 2017