

Jordan Lee

BUSINESS ANALYST

jordan.lee@gmail.com

(321) 654-9870

linkedin.com/in/jordanlee

Business Analyst Summary

- Leading Business Analyst with 10+ years of experience in finance and retail, increasing operational efficiency by 20%.
- Increased portfolio value by 25% by conducting market analysis, and uncovering investment opportunities at Summit Financial Services.
- Increased sales by 20% using data analysis to revise product strategy at Retail Innovators Inc.
- Enhanced professional skills during a career break in 2023, focusing on data science and analytics courses.
- Microsoft Certified: Power BI Data Analyst Associate.

Work Experience

Business Analyst

January 2018 - December 2022

Summit Financial Services

- Led the automation of financial reporting, halving the time required and significantly reducing errors.
- Conducted market analysis to uncover investment opportunities, leading to a 25% growth in portfolio value over two years.
- Facilitated cross-functional efforts to streamline budgeting, saving over \$200K annually.

Business Analyst

June 2014 - December 2017

Retail Innovators Inc.

- Developed and implemented a customer segmentation strategy, increasing marketing campaign success by 35%.
- Used sales data analysis to revise product strategy, resulting in a 20% increase in sales.
- Partnered with IT to implement a new inventory management system, cutting stock levels by 15%.

Junior Business Analyst

March 2012 - May 2014

Enterprise Solutions Group

- Assisted in the analysis and redesign of business processes for a leading software development firm, improving project delivery times by 20%.
- Supported senior analysts in data collection and analysis for market research projects, contributing to strategic decisions that increased the company's market share by 10%.
- Played a key role in developing performance metrics and dashboards that enhanced operational visibility and decision-making.

Education

Bachelor of Science in Finance

January 2008 - January 2012

Metro Business College

Skills

Data Analysis

Power BI

Management

Leadership



Interests

- Data Science: Active in studying and applying new data analysis techniques.
- Volunteering: Committed to promoting financial literacy in less privileged communities.
- Hiking: Enthusiastic about exploring and experiencing nature.