# ELENA LOMAKINA

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## PROFESSIONAL SUMMARY

Senior Business Analyst with over 5 years of experience in Government, Healthcare and E-Commerce domains.

- Possess a disciplined, professional and quality centered approach with strong analytical and problem-solving skills.
- Efficient in analyzing issues, facts and available information to develop, recommend and implement decisions and solutions that support business objectives.
- Skillful in applying Agile SCRUM, SAFe, Waterfall methodologies and experienced in all phases of Software Development Life Cycle (SDLC).
- Proven experience in conducting Joint Application Development (JAD) sessions, one-on-one interviews, and stakeholder meetings to elicit both business and technical requirements, business rules and business cases in-order to deliver the optimal solution.
- Proficient in best practice project artifacts such as: requirements documents, project plans, traceability matrix, RACI, RAID, Use Cases, Test Plans, and visualizations or diagrams.
- Managed relationships with business functions and key stakeholders, leading two-way communication and collaboration regarding functional performance, continuous improvement, and opportunities for operational efficiencies.
- Proficient at assisting project teams to determine creative solutions to business requirements that could introduce more opportunities to integrate business and technical processes.
- Extensive knowledge in creating visualizations: Process Flow, Data Flow, Use Case, Activity Diagrams, Swim Lane, Sequence Diagrams, and Wireframe Diagrams using MS Visio.
- Deep understanding of data mapping documents to ensure that all migrated source data was captured and mapped to target data.
- Demonstrated experience in writing and assisting in the execution of test cases to deliver up-to-date statuses on number of requirements completed, outstanding items and defects to upper management and testing teams.
- Excellent verbal and written communication skills and the ability to interact professionally with diverse stakeholders at all levels of the organization, including the ability to exercise good judgment in frequency and nature of communications to senior management, stakeholders and team members.
- A team player who effectively integrates, motivates and builds relationships with cross-functional team members, sponsors, key stakeholders, executives, and other individuals or organizations involved with or affected by a project.

## SKILLS SUMMARY

| SDLC and or Project Methodologies | Waterfall, RUP, Agile, and SAFe |
|---|---|
| Tools | MS Office, Rational Suite, HP ALM, HP Quality Center, SmartSheet, Tableau, Visio, Project, SalesForce, SQL, PowerBI, JIRA, Confluence, Teams, SharePoint, |
| Top Skills | Critical and innovative thinking, Emotional intelligence, Strategic planning, budgeting, Continuous process improvement, Change management, coaching, and project management |

**Department of Transportation, New York, NY**                    **August 2018 to Present**
**Senior Business Analyst**

- Gathered and documented business requirements and developed functional requirements in the form of user stories in consideration of business need to improve Permit Management System.
- Partnered with various internal and external product owners to prioritize requirements for existing and upcoming projects.
- Assisted in the creation and standardization of a library of Business Requirements, model documents, templates and other reusable knowledge assets, related to analytics projects and application reporting.
- Performed GAP and impact analysis for the new functionality requirements of a legacy mainframe system.
- Coached and cross-trained other members of the team in fundamental Business Analysis skills.
- Developed wireframes, swim lanes, flow charts and other visual requirement enhancements.
- Conducted UAT, documented and reported user feedback.

**Hills Physicians Medical Group, San Ramon, CA**                    **July 2017 – June 2019**
**Business Analyst**

- Conducted requirement gathering sessions with Business and Development teams to facilitate the requirement understanding process, data collection and data analysis for the HI-Exchange project.
- Collaborated with project manager to define project scope, risks, determined appropriate methodologies to apply based on Scope/Vision documents, and developed project timelines for on time delivery of an online health information exchange and a secure web portal.
- Followed a structured approach to organize requirements into logical groupings of essential business processes, business rules, information needs and ensured that critical requirements were not missed.
- Performed GAP analysis for new functionality requirements, as well as prioritized them based on actual business needs so as to align them with the product release roadmap.
- Conducted UAT, documented and reported user feedbacks to management team.
- Developed training materials for different end users and assisted in User Training for the new system enabling authorized physicians to have fast and easy access to patient's electronic health records.

**Hotels.com, New York, NY**                    **November 2015 – May 2016**
**Business Analyst**

- Conducted phase gate review sessions to ensure all deliverables of the previous phase were carried out and completed in order to attain approval from steering team(s) to officially move into the next phase of the project.
- Functioned as the main communication channel for all project related deliverables, questions, concerns, issues, etc. and was responsible for communicating to the appropriate parties based on the information obtained in a timely manner.