

## **ANIEMA UBOM**

a.a.ubom@gmail.com | (202)-873-3932  
8741 Hayshed Lane, Columbia MD 21045

### ***SUMMARY***

As a functional Business Analyst with 5 years of successful experience in eliciting, analyzing and documenting requirements, I take pride in my ability to simultaneously manage multiple projects while executing deliverables that meet the highest client satisfaction. A detail oriented team player with an outside the box mentality, my key strength is centered around creating efficiencies that sustain a positive return on investment at any organization I find myself.

### ***EDUCATION***

BSc. Systems & Computer Science  
Howard University, Washington DC

### ***WORK EXPERIENCE***

**CHENEGA CORPORATION , BUSINESS ANALYST**

October 2020 - June 2021

**CLIENT - UNITED STATES SECURITIES AND EXCHANGE COMMISSION (SEC)**

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (OEEEO)

- Documented procedures for data collection, extraction, verification, and reporting.
- Compiled, organized, reviewed, and verified data and information from various SEC sources.
- Identified, summarized, and interpreted significant trends and differences in workforce or people data.
- Appropriately accessed, handled, organized, saved, and protected sensitive data as described under SEC and OEEEO policies and procedures.
- Provided regular updates and progress reporting on work accomplished and work in process as defined by OEEEO's Agile work planning approach.
- Prepared, organized, cleaned, merged, transformed, and maintained data or information from reports, charts, graphs, statistical results, and narrative content.
- Collected relevant data for analysis from various qualitative and quantitative sources.
- Combined data into a suitable form for analysis while ensuring data quality.
- Prepared and finalized materials to support OEEEO staff in conducting meetings, Facilitated group discussions, individual or group interviews, and other sessions for gathering data.
- Reviewed, finalized, and distributed as appropriate, oral and written communications about the BA team's research intended for different audiences, including senior level officers.
- Provided technical support to help draft reports that are required to be submitted by and/or reviewed by OEEEO.
- Compiled documents for FOIA, production requests, internal or external audits, Congressional inquiries, etc.
- Designed and implemented a custom dashboard to track and manage important OEEEO deadlines.

I worked primarily on an in house Retail Reporting application running a JAVA based front end, and an oracle database back end. Clients sent raw data in the form of flat files and we generated reports. I improved the MVP from three features (home, reports, transactions) to seven features by adding (sales, products, promotions, stores) so that clients can input data directly. My greatest accomplishment was discovering a loophole in the promotions feature and implementing a re-engineering process that saved our clients potentially up to \$1 million a year.

- Introduced a new method of writing requirements that received positive feedback from business owner and is currently being implemented.
- Facilitated JAD sessions with stakeholders and SMEs to capture requirements for various projects.
- I used SQL to query, manipulate, and manage key data into the Oracle database.
- Conducted GAP Analysis and documented the current and future state, after understanding the client's vision.
- Spearheaded efforts to analyze and capture functional requirements for a BPR project.
- Responsible for prioritizing development backlog, planning sprints and driving user stories.
- Documented plans for migrating a retail reporting system from a legacy platform to J2EE architecture.
- Monitored projects through the SDLC process using the SCRUM methodology.
- Performed multiple roles while managing projects. Acted as a scrum master, UX/UI designer and SME.
- Experienced in stakeholder expectation management practices, creating visual concept models and sound test cases.
- Managed collaborative fast paced 2-week sprints and 6 sprints per quarter that led to successful releases.
- Reconciled errors in client data that ensured accurate business requirements throughout the project life cycle.
- Implemented best practices for product delivery and conducted requirements training sessions that led to an overall improvement in velocity.
- Developed metrics to help track and measure key performance indicators.
- Collaborated with developers to establish the technical vision and analyze tradeoffs between usability and performance needs.
- Conducted end-user interviews coupled with document and workflow analysis to find the root-cause and enable better requirements elicitation.
- Outlined project plans, determined resources, wrote timelines and generated initial budgets as part of project scope planning.

I worked on multiple projects, but the highlight was a Contract Management System, a .net based application running on an SQL database server. The clients wanted an efficient system in place to track current bids in order to optimize business development. I played a major role by monitoring the application through the SDLC using the Agile methodology. I worked closely with stakeholders to further clarify the needs of the system while ensuring I effectively communicate vital information to the technical team in order to achieve our MVP (Minimal Viable Product).

- Conducted monthly application review meetings with end-users, to gather and document business needs and translated them into functional requirement documents (FRD).
- Recommended alternative designs to UX/UI mockups that won significant recognition from product owners.
- Provided business analysis support and process improvement recommendations also while assisting with application enhancement.
- Assisted in developing and documenting business requirements, functional requirements, and test cases for a Contract Management System (CMS) project.
- Collaborated with the project manager in tracking and managing the project development process following the Agile SDLC process.
- Responsible for preparing minutes of meetings, agendas and other documentation that captured decisions made and provided support to the team throughout all phases of the Software Development Lifecycle (SDLC).
- Assisted Senior BA's optimize and improve productivity and operational efficiency by formulating policies, procedures and guidelines.
- Evaluated and identified risks related to requirements implementation.
- Served as a solid medium between client and developer community.
- Assisted in developing test plans and performed User Acceptance Testing (UAT).

- Developed demo videos showcasing software integrated with Augmented reality.
- Acted as a test user to test important software features and report any issues.
- Built landing page to capture prospects information and reel in new clients.
- Worked with the marketing team to put together an 80 page straw man proposal.
- Initiated marketing research and analyzed findings.
- Presented innovative digital marketing media to executive decision makers.
- Worked closely with all product development departments to create and maintain marketing collateral for sales presentations and client briefs.
- Created high-quality marketing strategy documentation, including product marketing briefs, FAQs and objection handling documents.
- Analyzed third-party data necessary for business development and monitored market trends.

**UBOM DMC, CEO**

January 2012 - March 2014

- Developed a unique client acquisition strategy.
- Managed \$2,000 worth of paid ads.
- Generated over 150 leads and set over 20 phone appointments.
- Implemented digital marketing practices that allowed a 150% increase in web traffic.

### ***LEADERSHIP EXPERIENCE***

**GOOGLE BOLD PROGRAM, TEAM LEADER**

October 2014

- Planned 2 educational events to host Google on campus with a total budget of \$11,000.
- Strategized with other team members to raise awareness for Google's BOLD program.

### ***SKILLS/TOOLS***

- **Tech:** C++, SQL, JIRA, Requisite Pro, Confluence, MS Visio, MS Office, Draw.io
- **Sales & Marketing:** Salesforce, MailChimp, Copywriting, Lead generation, ClickFunnels