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# Caleb Theodros

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## ABSTRACT

Results oriented, capable Business Analyst with experience in all aspects of Software Development Life Cycle (SDLC) including translating business needs, interpreting business requirements, writing functional specifications, creating plans, creating test cases, designing application mockups, and developing system analysis reports. Thorough enjoyment of collaborative work in teams including developers, testers, and business owners in developing and maintaining any complex Applications/Systems.

## SKILLS

- Experience in Software Development Life Cycle (SDLC) - Waterfall Model, Agile Software Development
- Expertise in Visualizing rapid prototype and design to communication complex ideas
- Worked extensively with the team to meet business requirement, create prototypes and analyze workflows
- Conduct walkthrough and signoff procedures
- Experience and working knowledge of SQL queries
- Extensive experience working on MS Visio, Excel, Power point, Word, Access and Outlook
- Maintain and Reviewed Change Requests and documented all analysis
- Define project milestones, schedules, monitoring progress using MS SharePoint and update plans as required
- Design Mockups and prototype to drive stakeholder and user consensus
- Ability to learn quickly, take ownership of projects, multi-task and maintain high standard of service and quality
- Experienced in writing and maintaining the Requirement Definition Documents that included Business and Technical Requirements and Use cases
- Expertise in conducting Joint Application Development (JAD)
- Performed planning and development of Test Plans, Test Cases, and Test Scenario to meet product's business and solution requirements
- Expertise in Project Planning, Project Design, create function specification and data flow diagrams
- Conducted User Acceptance Testing (UAT). Performing early analysis of existing systems to help define integrations

## TOOLS

- **Methodologies:** Agile (SCRUM), Waterfall development methodologies
- **Business Modeling Tools:** MS Visio, Mind map, AXURE
- **Databases:** SQL Server, Oracle
- **Operating System:** Windows, Mac

## WORK EXPERIENCE

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*Business Analyst*

*Charlotte, NC*

*November 2019 – September 2020*

- Perform requirements gather from the business users of the system while adhering to SDLC (Software Development Life Cycle) industry best practices
- Work with the business users and with different levels of management to identify requirements, use cases and to develop functional specifications
- Interface with end-users and project business sponsors to determine, document and obtain sign-off on business requirements
- Involved in Performance testing, Regression testing, System testing and User Acceptance Testing
- Conduct JAD sessions for communication with the project leads and stakeholders and proposed process workflows, functional specifications and project initiation parameters.
- Create workflow diagrams to validate the Basic and Alternate flows in the various Business and Technical Use Cases
- Perform task decomposition, delegated tasks and monitored project milestones using MS SharePoint and JIRA
- Work with business teams to understand the requirements and needs of the potential customers and the target market

- Participate in development of Training Materials for the new technology and organizing User Training
- Interact with computer systems end-users and project business sponsors to determine, document, and obtain sign-off on business requirements
- Capture quality attributes, external/internal constraints for functional/non-functional requirements
- Prepare project relations presentations and provide progress reports to higher management and stakeholders using MS Office
- Suggest measures and recommendations to improve the current application performance
- Work with the Quality Assurance lead to develop detailed Test Plan and Test Cases
- Interact with business owners, SMEs, and management team to identify scope and to prepare Business Requirement Document, Use Case, User Story, and Activity Diagrams to further develop Technical requirements and/or Functional Specifications
- Visualize rapid prototype and design to communicate complex ideas
- Design Mockups and prototypes to drive stakeholders and user consensus
- Facilitate defect review meetings involving all stakeholders to review defects, identify severity and set priorities as per client requirements, ensuring accuracy and conform to deadlines
- Conduct surveys, interviews and facilitate Joint Requirement Planning (JRP) sessions with the Business Users and SME's
- Report tracked defects with reference to severity and types using JIRA
- Conduct sprint planning based on new and backlogged requirements

## **Wells Fargo**

*Business Systems Consultant IV*

*Charlotte, NC*

*June 2017 – July 2019*

- Identify knowledge and complete understanding of SDLC requirement processes and methodologies
- Interact with application development, enterprise architecture, business intelligence, technology services, and vendors on a regular basis
- Facilitate requirements gathering from the line of business users in order to enhance their Anti-Money Laundering processes
- Working with Agile methodologies and tools such as Jira and Confluence
- Fulfilled Consent Order requirements as requirements from the bank and line of business
- Responsible for being able to clearly communicate and showcase presentation skills (both written and verbal)
- Responsible for the documentation of issues and suggested solutions intended to improve the control environment, streamlines the business and achieves operational excellence
- Responsible to remain flexible and self-motivated to work on multiple project simultaneously
- Demonstrate ability to be very detail oriented and highly analytical with desire to not only deliver business requirements but to near peak efficiency
- Ability to clearly articulate ideas and results to diverse business and technical audiences
- Responsible to remain flexible and self-motivated to work on multiple projects simultaneously
- Ability to interact effectively with a variety of stakeholders, including mid-level managers

## **Bank of America**

*Business Analyst II*

*Charlotte, NC*

*November 2016 – May 2017*

- Monitor collateral positions in the Warehouse Lending System and within other custodial banks
- Manage wet and outstanding collateral and loans approaching aged status
- Fulfilled Consent Order requirements required from the bank
- Document business processes and analyze procedures to ensure they effectively meet changing business needs
- Worked with QA to develop and review Test Plans and Test Cases for functional and integration testing
- Research financial and statistical data to produce daily funding disbursement, settlement, and remittance reports
- Actively participate in weekly meetings with directors, clients and other banks to efficiently process collateral
- Manage client pipelines and verify daily wires for the funding of loans
- Facilitated successful internal and external audits through sound and thorough documentation
- Working with Agile methodologies and tools such as Jira and Confluence
- Facilitate requirements from the system's users to enhance our Anti-Money Laundering/Due Diligence application
- Ability to clearly articulate ideas and results to diverse business and technical audiences

## **EDUCATION**

The University of North Carolina at Charlotte

Bachelor of Science in Economics, Bachelor of Science in Political Science

*Graduated: May 2016*