



James Whitaker

Contact

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About Me

I am a business analyst with nine years of experience translating business needs into clear requirements and working with technical teams to deliver practical solutions. My background spans process analysis, requirements documentation, stakeholder facilitation, and implementation support for digital transformation and reporting projects. I work wit

Skills

- Business requirements
- Process analysis
- Functional specifications
- Stakeholder facilitation
- Agile /
- Testing coordination
- Data analysis
- Reporting automation

Education

- **Bachelor of Business Administration**
University of Washington 2012
- **Certifications: Certified Business Analysis Professional (CBAP); Profe**

Experience

- **Senior Business Analyst** 2022 - Present
Apex Consulting Group
Lead requirements gathering and analysis for enterprise software implementations. Facilitate stakeholder workshops to capture business goals and translate them into clear functional specifications.
- **Business Analyst** 2019 - 2022
Horizon Technology Solutions
Conducted business process analysis to support digital transformation initiatives.
- **IT Business Analyst** 2017 - 2019
BrightCore Systems
Documented detailed system requirements and worked closely with developers to translate business needs into technical designs.
- **Business Systems Analyst** 2015 - 2017
Meridian Financial Services
Analyzed financial systems and workflows to identify efficiency opportunities and define requirements for CRM and reporting system implementations.

References

Sophia Ramirez

Director of Consulting / Apex Consulting Group

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VP Technology / Horizon Technology Solutions

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Experience Details

● Senior Business Analyst

2022 - Present

Apex Consulting Group

Lead requirements gathering and analysis for enterprise software implementations. Facilitate stakeholder workshops to capture business goals and translate them into clear functional specifications.

● Business Analyst

2019 - 2022

Horizon Technology Solutions

Conducted business process analysis to support digital transformation initiatives. Developed dashboards and reporting tools to track operational performance and provide actionable insights to stakeholders. Facilitated cross-functional workshops, maintained product backlog in an Agile environment, and produced system documentation used during development and testing phases.

● IT Business Analyst

2017 - 2019

BrightCore Systems

Documented detailed system requirements and worked closely with developers to translate business needs into technical designs. Coordinated testing efforts and supported UAT to ensure delivered functionality met business acceptance criteria. Improved reporting processes through automated data pipelines and SQL-based reporting solutions.

● Business Systems Analyst

2015 - 2017

Meridian Financial Services

Analyzed financial systems and workflows to identify efficiency opportunities and define requirements for CRM and reporting system implementations. Prepared user stories, functional documentation, and acceptance criteria. Supported stakeholder engagement, vendor coordination, and post-implementation validation.