Drew Cinert

Loveland, CO
drewrobertcinert@gmail.com
720-231-3825

Authorized to work in the US for any employer

Work Experience

Junior Business Analyst

PDC - Denver, CO
January 2003 to January 2020

➢ Conducted internal Business Process and System analysis with responsibility for requirement gathering, customer signoff, requirement review with developers, testing, and implementation of all software initiatives
➢ Developed requirements for and managed complex projects including those with multiple integrated systems
➢ Managed new development and enhancements/support project types.
➢ Worked with PMO team in defining project delivery methodology and templates
➢ Facilitated project status meetings and provided weekly status reports to stakeholders
➢ Compared data and instructions from previous year(s) for quality check
➢ Significant interaction with International Clients

Delivery Media Data Processor Supervisor

PDC
February 2001 to January 2003

➢ Highly effective and experienced in analyzing existing processes, practices, and systems to identify and implement improvements
➢ Demonstrated ability to set priorities, analyze problems and formulate clear and effective solutions
➢ Excellent presentation skills, including experience presenting to senior management
➢ Solid problem solving skills with ability to manage multiple projects concurrently
➢ Effective communication with a diverse set of stakeholders from the business and technical communities and with all levels of organizational management
➢ Ability to understand and gather business reporting requirements that meet the business needs of internal and external stakeholders
➢ Subject matter expert in leading business and user group representatives to understand business processes and underlying data and/or process automation needs and redefining business processes
➢ Lead tester responsible for generating and executing Test cases for enterprise applications
➢ Microsoft Office skills with advanced Excel knowledge, including complex calculations and pivot tables
➢ Managed a staff of up to 5 Data Processors and 2 GIS Specialists
➢ Primary interface between IT/IS for testing and implementing system modifications
➢ Mentor and train employees and/or associates in data processing procedures
➢ Draft annual employee assessments, and establish improvement goals and training objectives

Education

2 years, Film and Video Production in Film and Video
Columbia College-Chicago - Chicago, IL
September 1985 to December 1987

Skills

- Management (10+ years)
- Supervisory Experience (10+ years)
- Product Ownership (10+ years)
- Process Mapping (5 years)
- Change Management (10+ years)
- Project/Solution Scoping (5 years)
- Issue Management Resolution (5 years)
- Leadership and Confidence (10+ years)
- Business Process Modeling
- Strategic Planning and Analysis Technology
- Advanced Microsoft SQL
- Advanced Microsoft Excel (10+ years)
- Basic Microsoft Visual Studio
- Jira Issue Tracking System (10+ years)
- Basic Python Programming
- Test Script Development and Execution Analytical
- Technical & Business Analysis (10+ years)
- Data Analysis (10+ years)
- Critical Thinking (10+ years)
- Task Prioritization (10+ years)
- Complex Problem Solving (5 years)
- Teamwork (10+ years)
- Time Management Tracking and Scheduling (10+ years)
- Adaptability (10+ years)
- Excel
- Microsoft Office
- MS Office
- Powerpoint
- SQL