

Nancy E Damm

IT Business Analyst - Certified Scrum Master

Fort Collins, CO

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970 373-7382

Agile Coach - Scrum Master - Analysis

Willing to relocate to: Petoskey, MI - Traverse City, MI - Duluth, MN

Authorized to work in the US for any employer

Work Experience

Sr. Business Analyst

Contractor to USDA - Fort Collins, CO

February 2017 to July 2019

§ Attained in-depth knowledge of interfaces required for large, repurposed ERP System requiring functional interfaces - black box to functional interfaces in 7 months

§ Presentation to high profile customer, team, and outside interface partners - 4-day quarterly planning events

§ Full comprehension of financial/accounting aspect of current system development - full comprehension of Interface delivery of financials and interface receipt of assets, invoicing and other payment records

§ Analyze business requirements with product owner to create, prioritize, and close Epics, Stories, and Bugs in JIRA - independently responsible for DI Backlog and delivery of Product Owner requirements

§ Presentation, Management, Leadership, and Illumination of development requirements through engineering workshops, meetings and JIRA - Product Owner of the DI development and quickly produced capabilities

§ Trained new personnel on complex CWS overview, interface correlation and usage, and project personnel/org - provided the System Architect with detailed interface design data

§ Extensive communication network on and around the project - able to obtain information quickly

§ Vital part of hiring of IT Team and specifically the Data Interface Team including job descriptions, phone screen, and personal interviews (questions, testing, and selection) - hired 8 team members in 10 months

Project Management

Colorado State University - Fort Collins, CO

May 2015 to September 2015

* Researched and documented costs associated with phone replacement project - data drove decision to postpone this project due to cost benefit analysis

* Mentored Professors on websites rebuilds - preserved website (behind the scenes redirect) where a new book was published and referenced the website

Forensic Accountant

Jones Excavating and Plumbing, Inc - Berthoud, CO

May 2012 to June 2014

- * Investigated all financial accounts, payable and receivable records, and taxes to document theft
- * Worked with law enforcement and attorney in gathering hard evidence for prosecution
- * Analyzed over 14 sources, utilized 4 financial systems, and worked with 4 government agencies
- * Resolved tax issues - 50% reduction in payments
- * Provided sound financial process improvements to increase cash flow and protect assets

Technical Project Manager

GlobalScholar - Greeley, CO

September 2009 to March 2012

- * Technical Project Management for Business Analytics Product - reduced implementation time by 62% with Streamlining Workflow Process
- * Provided analytics for School Districts nationwide utilizing statistical data
- * Managed 10+ Projects simultaneously with limited supervision - Initiated new status report for executives
- * Developed and reported business plans, financial analysis, headcount & resource plans - Implementation cost analysis for CFO
- * Coordinated trade shows - reduced costs by 50% through inventory management & planning in first 6 weeks

Parks & Rec Pottery Studio Director

City of Fort Collins - Fort Collins, CO

2004 to 2007

instructors, and students

- * Created Community Volunteer Program

Business Analyst

CSG Systems, Inc - Westminster, CO

2000 to 2004

- * Documented 10 workflow processes, conflict resolution, and closed process gaps - Actively recruited for New Telephony Organization
- * Drafted Document Management System Business Plan - Surveyed 100% of Middle Mgt for solid and totally integrated requirements engineering

Financial System & Budgets Analyst

Financial Mgt, Provisioning, Vendor Mgt

1985 to 2000

Systems Analysis 1985 - 2000

MCI Telecommunications

- * Full Responsibility for establishing, forecasting, and tracking of \$14M annual expense budget, supporting 18 departments - achieved .03 yearend accuracy
- * Reported and provided explanations for variances between actuals and budgeted costs - solutions and impacts were analyzed for win-win results
- * Developed RDBMS to track in excess of 500 special billing processes via MS Access and SQL - Researched, analyzed, and classified processes for Web database project
- * Coordinated and collaborated effectively with Corporate Finance VP and his directors, managers, and administrative staff - established full cooperation and buy-in on budget preparation & maintenance
- * Produced Business Analysis and Justification on \$41M annual capital expenditures - ROI included and accepted on first pass

* Created expense and capital budget for newly formed Corporate Security Department - under budget results for first year

* Supervised Facility Staff - including training, scheduling, hiring, and performance appraisals

Skills:

Excellent knowledge of Microsoft Excel, Word, PowerPoint, Project, Visio, Outlook

Tested and utilized several financial software packages - ERP

Established "go to" person - Strive to exceed expectations

Finance and Business Analysis - using critical thinking and intuitive business expertise

Accounting Principle Knowledge and Interpretation

Self-Motivated and Work independently with limited supervision

Business Intelligence via statistical data and analytics

Exceptional communication skills - interpersonal, reporting, and presentations

Effectively Recap and Report complex financial information with strategic solution options

Sincere and Intuitive communication style working with all levels and functional groups

Bachelor's Degree - Business Psychology including courses in Finance, Accounting, and Statistics

Education

Bachelor's in Business and Organizational Psychology

Kalamazoo College - Kalamazoo, MI

Skills

- Accounting (9 years)
- Business intelligence (3 years)
- Finance (9 years)
- ERP (8 years)
- Visio (6 years)
- Outlook (10+ years)
- Powerpoint (10+ years)
- Word (10+ years)
- Statistics (5 years)
- Quality Assurance (8 years)
- SQL (2 years)
- MS Office (10+ years)
- Business analysis (10+ years)
- Excel (10+ years)
- HTML
- JIRA (4 years)
- Agile (5 years)
- Technical Project Mgt (8 years)
- Process Management (7 years)
- Reporting (10+ years)
- Budget Development (8 years)

- Budget Management (5 years)
- Forecasting (8 years)
- Customer Relations (10+ years)
- access
- SAP
- Requirements Gathering (10+ years)
- Requirements Analysis (10+ years)
- Quality Assurance (5 years)

Certifications and Licenses

Certified ScrumMaster (CSM)