

JORDAN LEE

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SUMMARY

Senior business analyst with 8+ years translating requirements into shipped solutions. Delivers SQL-backed reporting, executive dashboards, and cross-functional alignment that improves forecast accuracy and cycle time across finance and operations.

SKILLS

SQL · Power BI · Tableau · Excel · Requirements gathering · Process mapping · Jira · Stakeholder management

EXPERIENCE

Senior Business Analyst · Northwind Financial · 2019-Present

- Led requirements workshops with 12 stakeholders; delivered a unified KPI framework adopted across finance and ops, reducing conflicting metrics by 38%.
- Built Power BI executive dashboard suite; cut monthly close reporting time from 6 days to 2.5 days.
- Mapped order-to-cash processes and authored 140+ user stories; accelerated release cadence by 22% over three quarters.
- Partnered with engineering on API integration specs; reduced production defects tied to requirements gaps by 31%.

Business Analyst · Lakeside Corp · 2016-2019

- Standardized reporting definitions in SQL and Excel; eliminated duplicate KPI versions used by three departments.
- Facilitated UAT for a billing integration; documented 48 acceptance scenarios with zero rollback on launch.

EDUCATION

MBA · Midwest University · 2018 · BS Finance · 2014