

# Business-System Analyst

## Work Experience

2020-12  
- present

### Business Analyst

*IGT Poland*

- Requirements elicitation, existing documentation analysis, conducting consultations with business stakeholders and creation of documents describing the client's needs
- System logic and process automation definition
- Creation of FRD (Functional Requirements Documentation) documents
- Identifying and documenting system interfaces (integration methods, data sources and formats, transmission, normalization and storage in the target system)
- Creation of supporting project documentation (project glossary & definition of terms, risk register, gap analysis, scope&goals, comparative analysis-as is vs. to be, register of errors and improvements).
- Leading workshops with client for up to 70 participants
- Handling the requirements backlog in JIRA
- Independent BA/Consultant role in several lotteries' IT conversion projects (Polish, Portuguese, Singapore, Texas, Malaysian Lotteries)
- Work in IDM (Integrated Delivery Method) and AGILE frameworks
- Support through the whole SDLC (Software Development Life Cycle)

2020-06  
- 2020-11

### Senior Business Analyst

*Roche*

- Development of internal Content Management System
- Co-creating concept of systems integration
- Setting the Interfaces between systems
- Epics, User Stories and Tasks creation
- Functional Specification Documents (FSD) creation
- Leading the Refinement sessions
- Data analysis & definition of appropriate harmonization rules
- Internal Wiki (Confluence) space organization
- Negotiations with external vendors
- Test cases verification and approval

2020-01  
- 2020-05

### System Analyst

*British Council*

- Business requirements gathering, documenting and prioritizing
- Principal analyst of self-service language exams transfers
- Co-organization of Event Storming sessions
- Creating maps of functional dependencies
- Creating user stories
- Communication and daily cooperation with developers, architects, testers, system owners, process owners and analysts
- Organization of SCRUM ceremonies: daily stand-up, sprint refinements, sprint planning, sprint review and retrospectives
- Sprint Backlog management

2018-09  
- 2023-05

### Business Analyst

*Axa Assistance*

- Creating BRS (Business Requirements Specification) documents
- Mapping internal processes in BPMN

## Skills

Analytical thinking	★★★★★
Requirements gathering	★★★★★
Workshops facilitating	★★★★★
BPMN	★★★★★
UML	★★★★★
SQL	★★★★★

## Languages

English - C1

Polish - C2

Spanish - A2

German - A2

## Methodologies

✔ Waterfall

✔ Agile

## Hobby/Interest

- Sport (Football, Volleyball, Skiing, Tennis)
- Traveling
- Podcasts
- Regression models
- Theater
- Automotive
- Economy
- Stock Market

- Executing and coordinating functional testing
- Unifying process and software in Polish & Czech Republic branches of payment orders and accounts handling
- Coordination of hotfixes and releases for new versions of used software
- Creating internal standards of service cards, project cards and process mapping
- Defining integration methods with external partners
- Creating presentations for ARB (Architecture Review Board) meetings
- Coordination of SMS gateway provider change
- Coordination of new insurance product launch for credit card owners on Polish and Austrian market
- Bug fixing
- Principal analyst for internal carpooling tool (starting from concept phase)
- Single point of contact with external vendors

2015-02  
- 2017-07

### IT Business Analyst

*Atos Poland*

#### Business consultant for the following clients:

- Ministry of Finance (System to manage national budget-MF Trezor; BUZA)
- Social Insurance Institution - ZUS (web form "Rodzina 500+"; Bank integration)
- Ministry of development (maintenance of system "SL 2014")
- National Prosecutor (CBD SIP)

#### Performed tasks & gained knowledge:

- Creating functional documentation (Mockups, Business Process Model, Use Case Model)
- Functional testing of delivered solutions
- System maintenance (Second Line Support)
- Coordination of small enhancements and BAU (Business As Usual) tasks
- Support in creation of tender offer for the maintenance and development of information systems
- Creating risk registers at selected tenders

## Education

2019-10  
- 2020-06

### Postgraduates

*Warsaw University of Technology, Faculty of Electrical Engineering, Business Process Engineering and Business Intelligence*

Final grade: 4.5/5

2016-02  
- 2019-03

### Master's degree

*Warsaw University of Technology, Faculty of Production Engineering, Global Production Engineering & Management*

Master's diploma thesis: Modelling of ADI parameters using R Studio tool  
Final grade: 5/5

2017-09  
- 2018-02

### Master's degree

*Universitat Politècnica de València (UPV), Escuela Técnica Superior de Ingenieros Industriales, Industrial and Product Design*

Final grade: 8.5/10

2011-09  
- 2016-02

## **Bachelor's degree**

*Warsaw University of Technology, Faculty of Production Engineering, Manufacturing Engineering & Management, IT Management Systems*

Bachelor's diploma thesis: Selection of software and ERP system provider for the Trans Petro-Color transport and shipping company

Final grade: 4/5

---

## **Software**

---

Windows operating software literacy

Proficiency in MS Office / Office365

Proficiency in Sparx Enterprise Architect tool usage

Proficiency in MS Visio

Proficiency in Atlassian Jira and Atlassian Confluence tools usage

Redmine, ServiceNow, EasyVista ticketing tools usage

IBM Rational DOORS usage

G suite applications usage

Sharepoint platform usage

Lucidchart, Signavio, Draw.io- online diagramming tools usage

HP Application Lifecycle Management tool usage

SAP Business Object & Oracle BI Publisher usage

Basic knowledge of Microsoft DynamicsNAV (ERP software)

CAD programs: SolidWorks and AutoCAD usage

Basic skills in R language programming

**Additionally, I possess a driving license (category "B")**