

# Clear . Concise . Agile . Lean

Hiring Manager,

I am a **Certified Business Analysis Professional, CBAP®**, with eighteen years' experience leading and executing analysis work for custom application development and process improvement within the Agile Scrum framework and IIBA's BABOK best practices. I am also a certified **Lean Six Sigma Black Belt process improvement leader**.

## Business Analysis Experience

From 2015 through the fall of 2023, I served as a Lead Agile Business Analyst Consultant, building and managing software requirements for custom application development projects, and for some of the largest companies in the world.

Through this experience, I have become well-versed in assembling clear and succinct backlog work items in Azure DevOps and Jira. These backlogs commonly included requirements for enablers, spikes, UI modernization, data integration, reporting, dashboards, security, and API work. Also, as an experienced Agilist, I am highly capable of leading elicitation, refinement, and product demo sessions, and I continue to practice these skills today.

## Process Analysis Experience

As a former Lean Six Sigma Black Belt, I obtained 3 years of direct, hands-on experience leading high-visibility improvement initiatives as well as mentoring fellow associates on the use of the DMAIC tools and belt certification within a food manufacturing corporate environment.

Currently, I am continuing my process improvement journey as a contractor at Allianz Life within their CIAM Capability where the scope of my work includes, but is not limited to, leading business SME's through process modeling and gap analysis, modernizing documentation to reflect process changes, and co-authoring requirements for IS operations and supporting systems.

*You can visit my personal website <https://ottenanalysis.com> to learn more about me and to read my blogs on business analysis-related topics.*

## Closing

If my experience and expertise sound interesting, I would greatly appreciate the chance to introduce myself directly over an online call, so we could discuss the specific needs of the role you have available and how I can help you and your team achieve your objectives. In advance, thank you for taking the time to review this cover letter and to consider my candidacy.

**Randy Otten**

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