

BETH SIGREN

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SUMMARY

Successful Management, Effective Communication

Foresightful, discerning, and proactive approach to business solutions. Over 25 years' experience in analysis (business, product, and process), communication (training and facilitation), and project and personnel management.

EXPERIENCE

Analysis: Business, Product, and Process

- Certified in process improvement (Capability Maturity Model Integration)
- Certified in ITIL Foundations
- Create a System Development Life Cycle (SDLC) that complies with federal security and life cycle requirements
- Quickly learn and assess product, business, and technical needs to identify obtainable goals and to elicit requirements
- Represent Product Owner perspective, create use and test cases/scenarios, train end users, conduct user acceptance testing (UAT), and evaluate feedback
- Reconcile product and project goals, perspectives of target audiences, and technical capabilities
- Create and analyze work flows to identify, evaluate, recommend, and train process improvements across teams, departments, and organizations
- Identify and circumvent or mitigate risks

Communication: Training and Facilitation

- Design a multi-tiered certificate program adopted by Continuing Education at the University of Colorado at Boulder
- Contribute as organization's sole resource to design and manage a complex international training program (business analysis through steady state) and manage 22 contractors
- Facilitate interaction with diverse students and to achieve consensus in multiple levels of corporate, university, and government personnel as well as the general public
- Design, develop, and instruct training, product proposals, progress reports, newsletters, and technical presentations to technical and nontechnical audiences
- Communicate visions, product and process improvements, and train end users
- Design and implement evaluations, analyze feedback, and update designs and content
- Design and develop marketing materials, web sites, and newsletters

Management

- Certified Agile ScrumMaster
- Maintain panoramic view of the product, processes, resources, business rules, and technical requirements while designing and managing projects
- Manage international and local teams and projects; manage personnel across shifts

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EDUCATION AND CERTIFICATIONS

Education

- December 2016, M.A. Biology, Summa Cum Laude, Miami University, Oxford, OH.
- August 1993, B.S. Computer Information Systems, Summa Cum Laude, Regis University, School of Professional Studies, Denver, CO

Certifications

- Agile ScrumMaster
- Information Technology Infrastructure Library (ITIL) Foundation Certificate in IT Service Management
- Introduction to Capability Maturity Model Integration (CMMI) for Development
- Career and Technical Education Credential, Colorado Community College System for Business Education

EMPLOYMENT HISTORY

February 2016 to date

Business Analyst Contractor

- Business analysis in an IT Kanban environment where I am the only BA for a software development team

April 2013 to December 2015

Business Analyst and Technical Project Manager

- Business analysis, process analysis, and project management in an Agile environment
- Special projects that required a diverse skill set (including business analysis, product analysis, process improvement, instructional design, technical writing, and IT knowledge)

January 2009 to August 2012

Project Manager and Special Projects

- Business analysis, process analysis, and project management
- Special projects that required a diverse skill set (including facilitation, training, project management, product management, IT knowledge, quick determination of project requirements, and ability to be self-taught and self-directed)

June 2007 to January 2009

Project Manager, Senior Business Analyst, Senior Technical Writer

- Training program management, business analysis, instructional design, and technical writing
- Special project that required a diverse skill set (including the design and management of a diverse training effort spanning four locations in the United States and one location in India)

January 1991 to July 2007

Business Owner and Manager

- Project management, business analysis, product analysis, process analysis, instructional and curriculum design, training, and web analysis and development
- Liaise between technical and non-technical roles and manage budget, subcontractors, etc.