

[Full name]

Junior Systems Analyst | DRILLCUBE PTY LTD

Malaga, Perth WA | [Australian mobile] | [Email address]

Fictional resume example. All credentials, experience and results are illustrative.

Professional profile

Recent information systems graduate with approximately one year of combined placement and part-time experience supporting business applications, documenting requirements and testing workflow changes. Comfortable helping users with ERP issues, mapping current processes, writing UAT evidence and coordinating unresolved defects with vendors. Brings strong Excel and introductory SQL skills, careful documentation habits and a practical interest in learning Pronto Xi within a fast-moving mining services business.

Relevant skills

ERP and application support: First- and second-level support, issue reproduction, configuration checks, vendor coordination and Pronto Xi learning.

Business analysis and testing: Requirement gathering, process maps, functional notes, UAT, upgrade testing and change verification.

Data and reporting: Excel, basic SQL, data extraction, report checks, data integrity and performance monitoring.

Stakeholder enablement: User guides, knowledge articles, end-user training, practical recommendations and cross-functional project support.

Relevant experience

Business Systems Assistant | Example Mining Services

Perth WA | August 2025 - August 2026

- Resolved 18 weekly ERP and business-application requests, reproduced issues, checked data and configuration, and escalated vendor defects with screenshots.
- Interviewed users from procurement, warehouse and finance teams and converted six improvement requests into validated process maps and acceptance criteria.
- Executed 42 UAT cases for an application upgrade, recorded expected and actual results, retested fixes and obtained business-owner sign-off.
- Built four Excel and SQL reporting extracts, reconciled totals to source records and documented filters, refresh steps and known limitations.

- Published five user guides and delivered two short training sessions, then captured follow-up questions for the next improvement backlog.

Selected projects

ERP Workflow and UAT Project

Business systems capstone | 2026

- Built a procurement-to-inventory workflow for 25 sample transactions using ERP concepts, process mapping, requirements, UAT and defect management, with documented scope, assumptions and safe operating boundaries.
- Executed and recorded 42 test cases, six defects and a signed acceptance summary, including expected results, exceptions, verification steps and escalation points.
- Presented the evidence to a supervisor or peer reviewer, incorporated feedback and published a concise handover for repeat use.

Operational Reporting and Data Integrity Lab

Analytics project | 2026

- Built a 5,000-row inventory and purchasing dataset using Excel, SQL, data extraction, reconciliation and report documentation, with documented scope, assumptions and safe operating boundaries.
- Executed and recorded four validated reports and a data-quality exception register, including expected results, exceptions, verification steps and escalation points.
- Presented the evidence to a supervisor or peer reviewer, incorporated feedback and published a concise handover for repeat use.

Education

Bachelor of Information Systems | Example University

Completed 2026. Relevant study: business analysis, enterprise systems, database design, SQL, process modelling, software testing, project delivery and information security.

Availability and requirements

Available for full-time onsite work in Malaga. Australian work rights: [confirm status]. Willing to learn Pronto Xi and support cross-functional system upgrades and training activities.

References

References available upon request.