**MARYAM MOURTAZA**

**703-674-9721**

[**maryammourtaza@gmail.com**](mailto:maryammourtaza@gmail.com)

**SUMMARY**

Experienced Business Data Analyst (Certified Scrum Master) leading operational processes and project initiatives. Skills include SDLC Waterfall and Agile project methodologies, Scrum and Kanban along with strong understanding of requirements, data, data models, business rules and processes. Perform analysis on large data sets in financial services that include lending, credit card and secondary mortgage. Skills include:

|  |  |  |
| --- | --- | --- |
| * SQL | * HP ALM | * Jira |
| * Oracle for TOAD | * ClearQuest | * Tableau |
| * DOORS | * Rally | * Microsoft Office |

**PROFESSIONAL EXPERIENCE**

**Fannie Mae (10/2014–05/2017)**

**Senior Business/Data Analyst**

Supported multiple strategic initiatives and projects for Single Family and Multifamily accounting that included:

**Accounting Data Warehouse (ADW) Retirement Project**.

* Responsible for leading and guiding user acceptance testing (UAT) for multiple legacy accounting applications that were being impacted by the ADW retirement.
* Participated in program level project planning and project status meetings.
* Collaborated with business, technology and production support teams for requirements gathering.
* Wrote user stories from the requirements and identified acceptance criteria for each user story.
* Provided access and created testing strategy for environments and tools, making sure testers perform end-to-end testing and satisfy acceptance criteria for all requirements and user stories.
* Guided, wrote and managed standard SDLC Agile documents (Vision scope doc, stakeholder features doc, agile test doc, and requirements traceability matrix doc - RTM) utilized Word templates, Rally, Jira, DOORS and SharePoint.
* Analyzed source to target mapping (STTM) for data, business rules, conversion logics

**Multifamily Target State Initiative Project** – Supported the MF accounting team during data analysis phase of the project, analyzed current state accounting processes, reports and systems to identify data and data sources for target state accounting platform.

* Created accounting scenarios based on the requirements being gathered.
* Utilized advanced Excel functions; lookups and pivot tables to create gap analysis between SF and MF disclosure reports
* Created data glossary from the data being gathered from requirements, disclosure reports.
* Participated in daily stand up meetings with management, presented work status, raised issues

**Loan Accounting Initiative (LAI) Project –** Corporate strategic initiative to builda custom loan accounting platform, Involved in all phases of SDLC, that included, requirements, data analysis, and UAT.

* Verified and tagged requirements in DOORS for detail and testability, transformed the requirements into test cases, and test scenarios.
* Led, created and developed loan accounting scenarios in Excel template to use for testing in the Agile-testing tool (Vendor Testing Tool).
* Presented, collaborated and met with team members, management and consultants regularly as the work involved close team effort.
* Used SQL tool to run SQL queries and validate the data loaded in the target tables

**Fannie Mae – Herndon, VA (10/2012– 05/2014)**

**Senior Business/Data Analyst (Contract**) **Loan Accounting Initiative (LAI) Project** -

Member of the data team tasked to build the loan accounting data glossary.

* Participated in requirements gathering and review sessions.
* Analyzed current processes, sources, data dictionaries, and data models.
* Performed data analysis, data cleansing, data profiling, and data mapping.
* Created Path analysis in Visio to analyze loan life cycles, critical paths and alternative paths.
* Created use case scenarios and business process diagrams using Visio.
* Participated in review sessions with the data team and management regularly to provide updates.
* Wrote SQL queries to extract and analyze data from source systems.

**Visa– Ashburn, VA (12/2011 – 09/2012)**

**Business Analyst (Contract) EMV CHIP Project -** Guided issuers and acquirers toupgrade from magnetic stripe terminals to those that could process EMV chip cards.

* Conducted implementation requirement reviews with VISA internal and external clients.
* Applied knowledge of Visa’s IT systems, methods and practices to support initiation and planning, requirements, testing, and deployment,

**Freddie Mac – Mclean VA (06/2010 – 08/2010)**

**Senior Data Analyst (contract**)

* Defined business data terms and related requirements, data quality rules, metadata, and information flows at conceptual, logical, and physical levels to create data dictionaries, met with end users to gain an understanding of core data concepts behind their process

**Fannie Mae – Herndon, VA (06/2009 – 03/2010)**

**Data Analyst (Contract) Home Affordable Modification Program (HAMP) Project**

* Responsible for reviewing the requirements and supplemental directives for new data
* Conducted data quality checks for the HAMP data glossary, added new data attributes, and standardized data according to MISMO and CDD standards.
* Managed system change requests in Clear Quest, conducted research, wrote impact analysis.
* Updated changes to requirements in DOORS.

**Visa - Mclean, VA (10/2007 – 09/2008)**

**Business Analyst (Contract) Plus Migration Project –** Data migration from Plus Network into VISA Integrated Payment Platform (VIP). VIP Alignment a single authorization platform for all Visa products.

* Implemented system changes for the PLUS migration project by managing aggressive data implementation deadlines, making sure all data parameters are mapped correctly and completely.

**ADDITIONAL RELEVANT EXPERIENCE**

**F**annie Mae - Herndon, VA

Data Analyst

Freddie Mac - Mclean, VA

Data Analyst

Fannie Mae - Herndon, VA

Business Analyst

**EDUCATION**

BA in Economics, Marymount University