Samuel Adeyemi

Business Process Analyst

samuel.adeyemi@email.com
(404) 555-0181
Atlanta, GA
linkedin.com/in/samueladeyemi

SKILLS

- Business Process Analysis
- Process Mapping
- Visio
- Six Sigma
- Excel
- Jira
- SQL
- Word
- PowerPoint
- Problem-Solving Skills

EDUCATION

Bachelor of Business Administration

05/2022

Georgia State University

Atlanta, GA

Managerial Sciences

CERTIFICATES

Certified Six Sigma Green Belt (CSSGB)

03/2025

American Society for Quality (ASQ)

SUMMARY

Business process analyst with 4 years of business process analysis in shared services, accounts payable and order management. Runs process mapping workshops, builds Visio swimlane diagrams, and applies Six Sigma tools to measure waste before and after each change. Certified Six Sigma Green Belt.

EXPERIENCE

Business Process Analyst

05/2024 - Present

Peachtree Shared Services — Atlanta, GA

Back-office services provider handling finance and HR work for 12 client companies.

- Lead process mapping sessions with accounts payable teams, documenting 14 end-to-end workflows in Visio swimlanes.
- Measure cycle times and error rates in Excel, then rank improvement ideas by staff hours saved per month.
- Redesign the invoice exception process through a Six Sigma DMAIC project, reducing touch time per invoice by **32%**.
- Track improvement work in Jira and report 2,600 staff hours saved a year to the shared services director.

Process Analyst

06/2022 - 04/2024

Chattahoochee Building Products — Marietta, GA

Building materials distributor with 20 branches in the Southeast.

- Analyzed order-to-cash steps across 6 branches and standardized credit hold release, cutting order delays by **2 days**.
- Wrote standard operating procedures in Word for 10 order desk tasks, used to train 35 new hires.
- Pulled order history with SQL to show which 50 products drove most backorders.
- Presented process findings and savings estimates in PowerPoint to branch managers each quarter.