**Michael E. Shepherd**

974 Ritter Avenue

Roseville, MI 48066

Phone: 586-771-9543

Email: meshepherd@freemail.com

**Career Objective:**

Experienced business analyst skilled in achieving higher productivity, analyzing cost-driven factors, and finding a return on investment for all types of manufacturing units. Expert in assessing and fixing production methods. Knowledge of overall production processes. Skilled in recommending, implementing and monitoring new procedures. Excellent logical skills in finding faults and developing effective workflow process. Extraordinary organizational, presentation, communication and interpersonal skills.

**Areas Expertise in:**

* Market Research and Quality Assurance
* Production Processes Improvement
* Budgeting
* Planning and Analyzing
* Forecasting and Workflow Process Development
* Assessing Expense Drivers
* Analyzing Cost-driven Factors
* Project Management
* Business Systems Analysis
* Calculating Return on Investment (ROI)
* Coordination, Monitoring, and Leadership

**Work Experience:**

Business Planning Analyst

Gemini Management, Inc., Roseville, MI

July 2013 - Present

* Identify cost-effective methods and solve business challenges
* Analyze and streamline production processes
* Help in achieving higher productivity
* Perform financial analysis and analyze cost-driven factors
* Calculate ROI using quantitative analysis tools
* Work in reducing costs of production, production wastage, and labor time
* Review entire production steps to cut and add old and new ones
* Recommend and monitor new procedures
* Collaborate with product engineers and improve process
* Search and locate expense drivers to prune away ineffective processes

Business Planning Analyst

ATC Inc., Roseville, MI

February 2012 - June 2013

* dentified potential risks and opportunities and utilized them in process improvement
* Analyzed financial data and growth opportunities for clients' business
* Studied production processes and recommended new changes to clients
* Monitored and improved work process of product engineers
* Handled the manufacturing unit at the starting stage for clients
* Collected and created business requirements for projects
* Liaised with heads of multiple departments for improving business communication
* Examined and determined outcome of projects
* Organized workshops for project team leaders
* Supported project managers in finishing
* Prepared production and expense budget
* Monitored work of the finance department

**Education:**

* Bachelor's Degree in Business Administration  
  Affinity Business School, Roseville, MI  
  2011

**Reference:**

On request.