

Sayira | RPA/Business Analyst

SUMMARY

Sayira is a Functional Analyst with 7+ years of experience delivering end-to-end automation and digital transformation solutions. She is skilled in requirements elicitation, process analysis, documentation, and managing the complete RPA lifecycle. Currently serving as an RPA Business Analyst at Adidas, she leads functional analysis for automation initiatives across finance, supply chain, and operations, and prepares Business Requirement Documents (BRDs), user stories, acceptance criteria, and Process Definition Documents (PDDs).

She has a strong background in collaborating with cross-functional teams, improving operational efficiency, and translating business needs into actionable technical requirements. She is recognized for her outstanding work in process optimization and cross-team collaboration.

Sayira has a C1 level of English with excellent communication skills.

CORE SKILLS (Main framework & languages)

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|-------------------------------------|---|-------------------------------------|
| • Functional Requirements Gathering | • Automation Anywhere | • Jira |
| • Process Mapping & Optimization | • User Stories | • Smartsheet |
| • RPA | • Acceptance Criteria | • .NET Ecosystem |
| • UiPath | • Use Cases | • Documentation: BRD, FRD, PDD, SDD |
| • Power Automate | • Functional Testing & UAT Coordination | • Agile / Scrum |

WORK HISTORY

Adidas (via Exomindset)

RPA Business Analyst

2023-03 - Present

- Lead functional analysis for automation initiatives across finance, supply chain, and operations.
- Conduct AS-IS and TO-BE process mapping with Subject Matter Experts (SMEs).
- Prepare Business Requirement Documents (BRDs), user stories, acceptance criteria, and Process Definition Documents (PDDs).
- Collaborate closely with developers to ensure alignment and resolve blockers.
- Manage sprints, tasks, and delivery timelines using Jira and Smartsheet.
- Support User Acceptance Testing (UAT) planning, execution, and stakeholder sign-off.

Technologies: UiPath Studio, Jira, SAP, .Net, Vba, Power Automate, Uipath Task Capture, Smartsheet, BPMN

Nybble Group

RPA Developer

2021-11 - 2023-03

- Designed and developed automations using UiPath and Automation Anywhere.
- Conducted feasibility and functional assessments.
- Built scalable workflows with exception handling and secure credential management.
- Prepared Software Design Documents (SDDs) and technical documentation.

Technologies: UiPath, Automation Anywhere, SQL, .NET., Python, Vba

ExxonMobil

Financial RPA Analyst

2021-03 - 2021-12

- Automated financial reconciliation and reporting processes.
- Documented business requirements and collaborated with global teams.
- Collaborated in a development team handling large, complex processes by dividing tasks among team members, with all work managed and version-controlled in GitHub.

Technologies: UiPath, Power Automate, SQL, Abby OCR, Azure DevOps

Swiss Medical Group

RPA Technical Analyst

2019-05 - 2021-03

- Participated in the full RPA lifecycle: analysis, development, QA, and deployment.
- Created Process Definition Documents (PDDs), Software Design Documents (SDDs), test cases, and operational documentation.
- Delivered automations across billing, claims, and administrative areas.

Technologies: UiPath, SQL Server, BPMN, .Net, VBA, APIs, Python

Accenture

Tech Master

2017-10 - 2019-05

- Developed automation solutions using UiPath and Automation Anywhere.
- Integrated bots with APIs and .NET components.
- Participated in large-scale automation and migration initiatives.

Technologies: UiPath, Automation Anywhere, .NET., Vba, SQL

AWARDS & RECOGNITION

Kforce Contractor of the Quarter (Adidas RPA Team)

Recognized for:

- Streamlining and improving functional documentation
- Strengthening collaboration between business and technical teams
- Delivering high-quality results under pressure
- A proactive, solution-oriented approach

Endorsed by Keric Shanahan (Kforce).

EDUCATION

- Systems Engineering — Universidad del Norte (2011–2016)
- Specialization in Strategic Management of Information Systems — UBA (2017)
- Diploma in Cybersecurity Management — UNDEF (2022)

CERTIFICATIONS

- UiPath RPA Developer
- Scrum Master

LANGUAGES

Spanish: Native

English: C1