

# Kwesi Dukes

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Business Analyst | Information Systems & Data Analytics | Cloud & Governance  
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## PROFESSIONAL SUMMARY

Business Analyst and Information Systems professional with experience across enterprise consulting, cloud migration, IT governance, and data analytics in regulated environments. Strong background in systems analysis, business intelligence, and compliance-focused reporting, supporting decision-making across higher education and financial services sectors.

Experienced in Microsoft 365 administration, Power BI, Excel, SQL, and Oracle Cloud Infrastructure (OCI), with hands-on involvement in audit remediation, identity and access management, and digital transformation initiatives. Known for translating business and technical requirements into practical, data-driven solutions through clear stakeholder communication. Currently based in Perth, WA and pursuing long-term opportunities in Business Analysis, Systems Administration, and Digital Transformation.

## CERTIFICATIONS & PROFESSIONAL TRAINING

- ISC2 – Certified in Cybersecurity (CC)
- Microsoft Certified: Power BI Data Analyst Associate (PL-300)
- Oracle Cloud Infrastructure (OCI) Foundations Associate
- Oracle Cloud Infrastructure AI Foundations Associate
- Oracle Generative AI Professional
- PMI – Generative AI Overview for Project Managers
- PMI – Talking to AI: Prompt Engineering
- PMI – Data Landscape of Generative AI
- Disciplined Agile Essentials
- Critical Career Skills: Generative AI Foundations

## TECHNICAL SKILLS

Information Systems & Business Analysis: Microsoft 365 Administration, Systems Integration, Enterprise Platforms, IT Governance, Identity & Access Management  
Cybersecurity & Compliance: Security Controls, MFA, Risk Management, Audit Readiness, SOC-Aligned Governance

Data & Analytics: Power BI, Excel, SQL, Tableau, SAS, SPSS, Data Visualization

Cloud & AI: Microsoft 365, Azure AD / Entra ID, Oracle Cloud Infrastructure (OCI), Generative AI

Collaboration & PM Tools: Microsoft Teams, SharePoint, OneDrive, Planner, Trello, Google Workspace

## PROFESSIONAL EXPERIENCE

### Director of IT Solutions (Consulting) – The Rizen Group

Remote | Contract | 2024 – Present

- Led Microsoft 365 tenant migration for an enterprise FinTech client, translating business and security requirements into identity architecture, user provisioning, and access controls
- Improved operational visibility and workflow coordination through structured reporting, collaboration systems, and project tracking solutions using Microsoft Planner, SharePoint, and Trello
- Established IT governance frameworks aligned with security controls, access management, and compliance standards
- Administered enterprise collaboration and identity platforms including Teams, SharePoint, Exchange Online, OneDrive, and Entra ID for distributed business operations
- Supported remediation efforts across 95+ security and audit findings involving Microsoft 365, identity management, endpoint governance, and access controls
- Provided executive-level IT consulting, documentation, and digital transformation advisory services

### **Business Systems & Data Analyst (Testing Operations) – Richmond Community College**

Sep 2021 – April 2026

- Enforced security protocols, access controls, and compliance standards across digital platforms
- Supported enterprise testing, student information, and assessment systems within a regulated higher education environment serving faculty, staff, and students
- Analyzed operational, testing, and systems data to improve reporting accuracy, service delivery, and compliance-focused decision-making
- Coordinated secure digital testing operations across multiple enterprise platforms while supporting compliance with institutional and vendor security standards

### **EDUCATION**

#### **Master of Information Systems Management (MISM)**

University of Arizona Global Campus

*Specialization: Business Intelligence | In Progress*

#### ***Relevant Coursework:***

Systems Analysis | Database Design & Management | Information Security & IT Governance | IT Strategic Planning | Computer Networking & Telecommunications Design | Financial Decision-Making | Business Intelligence Systems | Big Data Analytics & Applications | Leadership in Business Systems Development | Legal & Ethical Issues in Technology

#### **Bachelor of Arts in Business Information Systems (C/o '24)**

University of Arizona Global Campus

Specialization: Communications