Downloaded from <https://www.velvetjobs.com/job-descriptions/certification-analyst>

# Example of Certification Analyst Job Description

Our innovative and growing company is looking to fill the role of certification analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for certification analyst

* Demonstrates the deepest level of functional and application knowledge
* Capable of taking projects from original concept through final implementation
* Project management/leadership, business/clinical consulting, needs analysis, feasibility studies, development of technical requirements, system planning, vendor product identification/review/selection, leads development of project budgets, leads business process re-engineering, leads implementations and provides ongoing support
* You’ll be the business intelligence expert for the Training and Certification marketing organization, setting the foundation for data driven insights that drive our campaigns
* Establish and define KPI dashboards turning web, marketing automation and CRM data into insights
* Identify and prioritize campaign and conversion optimization opportunities, and evaluate campaign performance
* Interpret data from multiple sources, spot trends/anomalies/outliers, synthesize raw data and create models to test hypotheses and AB testing frameworks
* Own reporting for all daily, weekly, and monthly business metrics delivered to global training and certification leadership and marketing, and assist in business assessment and decision-making
* Ensures the successful execution of Managing the Cert Support Mailbox
* Updates documentation and Standard Operating Procedures

## Qualifications for certification analyst

* 3 years or more of solid testing experience
* Previous experience in bankcard/payments industry is desirable, preferably in the field of Merchant Acquiring
* Experience of analysis and project management methodologies
* Become familiar with the Card Associations’ documentation and be able to perform research where necessary
* Security industry and accounting knowledge of domestic and foreign investments such as foreign stocks and bonds
* Working knowledge of the trust business