

**MODULE TITTLE:** EMPLOYABILITY AND CAREER  
DEVELOPMENT

**MODULE CODE:** LCLM4005

**ASSESMENT:** JOB INTERVIEW

**STUDENT NAME:** JACKLINE VANESSA HERNANDEZ  
GONZALEZ

**STUDENT NUMBER:** 2514958

**LECTURER'S NAME:** KONSTANTINA MARI

# WORK ADVERTISEMENT



## Business Analyst – SC cleared – Victoria, South West London (SW1), SW1H

Peregrine Victoria, South West London (SW1), SW1H Permanent Published: 5 days ago  
 £40.00k to £47.00k

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### Business Analyst

Permanent | Hybrid, London | Commercial Change | SC Cleared

#### The role:

We are seeking an experienced Business Analyst to support a key commercial transformation programme within the Home Office via Peregrine. In this role, you will lead discovery activities, gather and analyse business requirements, and support the integration of multiple commercial data sets to improve organisational decision-making. You will work closely with commercial teams, programme stakeholders, PMO leadership and business users to deliver meaningful business change.

This is an excellent opportunity for someone with strong public sector experience and a background in corporate change initiatives to make a significant impact within a high-profile government programme.

#### Responsibilities:

- æ Lead business analysis activities throughout the discovery phase of a major commercial transformation programme.
- æ Gather, document and validate business requirements from a wide range of stakeholders.
- æ Facilitate workshops and stakeholder engagement sessions across geographically dispersed teams.
- æ Analyse commercial processes and identify opportunities for continuous improvement.
- æ Support the consolidation and interpretation of complex commercial data sets.
- æ Produce high-quality business analysis artefacts, including process maps, requirements documents and gap analyses.
- æ Collaborate closely with PMO, commercial operations and programme delivery teams to support organisational change.
- æ Ensure proposed solutions align with business objectives and strategic outcomes.

**Skills & Experience:**

æ Proven experience as a Business Analyst within the Home Office, Central Government or wider public sector.

æ Strong experience delivering business analysis activities within corporate change and transformation programmes.

æ Experience working on discovery phase projects.

æ Strong requirements gathering, process mapping and stakeholder management skills.

æ Experience facilitating workshops and driving consensus across diverse stakeholder groups.

æ Ability to analyse complex commercial or operational data requirements.

æ Excellent written and verbal communication skills.

æ SC Clearance or eligibility to hold SC Clearance.

æ Experience working within commercial, procurement or operational business functions.

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# CURRICULUM VITAE

**JACKELINE  
VANESSA  
HERNANDEZ  
GONZALEZ**

Edmonton  
Green, London

07392039707

[Vanehgon@gmail.com](mailto:Vanehgon@gmail.com)

Analytical person with experience in business operations looking to obtain a position in business analytic retail. Skilled at gathering business requirements, analyzing data, documenting processes, and organizational skills. Passionate for delivering high-quality work through decision making.

## Curriculum Vitae

### Skills & abilities

Strong tech proficiency and data analysis skills. Exceptional organizational and project management skills. Efficient working with data analysis using Microsoft excel, Word, and Office Suite.

### Communication

Excellent written and verbal communication skills. Proven ability to communicate complex ideas and concepts to diverse audiences. Skilled in conflict resolution and negotiation.

### Education

University of Wales Trinity Saint David Oct 2025-2028

Bachelor of Arts (BA) in Leadership and management skills for the workplace.

Harrow College

Sep 2024- Jun 2025

Level 1 Diploma in business

### Experience

Administrative assistant

Sep 2026- Sep 2028

Documenting business requirements from internal stakeholders, Analysis of operational processes identifying opportunities, preparing reports and business data using excel, creating documentation to keep it in business records, coordinate meetings, and assisting with project planning.

Customer service

Nov 2024- Aug 2025

Managed customers' requests while maintaining high service standards, worked with multiple teams, and maintained accurate databases.

# COVER LETTER

*Jackline Vanessa Hernandez Gonzalez*

*Edmonton green, London*

*Peregrine Company*

*Victoria, Southwest London (SW1H)*

*[13/07/2026]*

*Dear Mr/Mrs/Miss/Ms*

*I wish to apply for the role of business analyst, currently being advertised on total jobs website. Please find enclosed my CV for your consideration.*

*As you can see from my attached CV, I have over four years of experience in the business industry, and I believe my performance and experiences during this time make me the right/perfect candidate for the role.*

*In my current role as an administrative assistant, I have been responsible for organizing and documenting important information to maximize office efficiency. The main responsibilities are maintaining good communication between clients and the office by handling emails, answering calls, organizing meetings, and maintaining proper filing systems.*

*During my time working for this company, I have improved organizational skills and developed attention to detail skills when handling and storing information.*

*All of this, coupled with my enthusiasm, dedication, and qualifications are ideal for the requirements of this vacancy and I hope to achieve positive results by applying my numerous competencies and analytical skills.*

*I am confident that I can bring this level of success with me to your organisation and help this company strengthen its reputation. With my previous experience and expertise, I believe my contribution will have a positive impact supporting business growth through effective data analysis*

*Thank you for your time and consideration. I look forward for the opportunity to discuss how my skills and experience could contribute to your team.*

*Yours sincerely/Yours faithfully,*

*Jackeline Gonzalez*