

YUFEI ZHOU

yufei.z28@ou.edu | (918) 807-2328 | Norman, OK 73071

Summary

Business Analyst with a strong foundation in analysis techniques and creative problem-solving. Technologically savvy and meticulous in completing documentation according to guidelines. Quick learner with excellent communication skills and a professional demeanor. Strong communication skills and a knack for problem-solving. Seeking opportunities to leverage my analytical prowess and Power BI expertise to optimize and contribute to organizational success.

Skills

- Individual returns preparation
- Multi-state tax filing
- Customer Service
- Microsoft Office
- SAP
- Power BI

Experience

VALERO | San Antonio, TX
INFORMATION SERVICE INTERN
05/2023 – 08/2023

- Collaborate on projects and enhancements to existing systems.
- Gather and document business requirements, test new software releases, and train customers.
- Utilize tools such as SAP, Power BI, database platforms and SQL.

H&R BLOCK | Norman, OK
TAX PROFESSIONAL
10/2021 – 4/2023

- Conduct face-to-face tax interviews with clients and prepare complete and accurate tax returns.
- Stored copies of completed returns and related documents according to company procedures and business regulations.
- Determined clients' eligibility for tax credits, abatements or deductions through careful research and oversight.
- Support office priorities through teamwork and collaboration.

Education and Training

University of Oklahoma | Norman, OK
BBA in Management Information Systems & Accounting
Business Intelligence & Analytics-OL
Expected in 05/2024
GPA: 3.94

TULSA COMMUNITY COLLEGE
GPA: 4.0

MEMORIAL HIGH SCHOOL
05/2020
GPA: 3.96, Rank 2/208

Certification

Business Intelligence & Analytics Certificate - OU

Activities and Honors

Price President's Honor Roll 2023 - OU