Xian Liu

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EDUCATION

Broward College   *Davie, Florida*

Bachelors, Technology Management w/ Data Analytics focus,

- **Overall GPA**: 3.61
- **Coursework**: Excel Data Analysis, SQL Fundamentals, Database Management, Analyzing and Visualizing Data with Power BI, Advanced Data Visualization with Excel, Applied Data Reporting, Data Integration and Manipulation;

SKILLS AND CERTIFICATIONS

- **Skills:** Data Analysis; SQL; Microsoft Excel; Power BI; Tableau; Data Manipulation; Data warehousing; Python; C++; Agile methodologies; Product Adaptation; Incremental Development;
- **Certifications:** ICAgile Certified Professional; Fundamentals of Agile Project Management

PROJECTS

- **ZIP Code Tree Performance Analysis** — Developed an application to assess the efficiency of Red-Black trees and AVL trees through insertion and retrieval operations. Conducted evaluations using an extensive Excel dataset comprising over 1.6 million rows. Achieved rapid retrieval of the highest and lowest populated zip codes, consistently delivering results in less than one second. (C++, Excel)

- **Data Cleaning and Preprocessing Script** — Automates the cleaning and preprocessing of CSV files in a specified directory. It removes rows with missing values, eliminates duplicates, and standardizes text formats, such as converting text to lowercase. The cleaned data is then saved in an output folder with the same filenames. (Python)

WORK EXPERIENCE

Associate Manager,   **Aug. 2018 – Dec. 2023**
No 1 Wok.   *Cooper City, Florida*

- Led and managed a team of 6 staff members to maintain the smooth operation of the establishment and provided exceptional customer service.
- Administered the Point of Sale (POS) system for the organization, ensuring regular updates and maintenance.
- Monitor compliance with health and fire regulations regarding food preparation and serving and building maintenance in lodging and dining facilities.
- Run day-to-day operations such as, handling staff hours and assigning duties, making bank deposits, investigating, and resolving complaints regarding food quality, service, and accommodations.
- Analyze business growth based on monthly income generated and prepared payroll information.

Tutor,   **Oct. 2020 – May. 2022**
Self-Employment   *Cooper City, Florida*

- Conducted one-on-one tutoring sessions using online platforms such as Zoom, ensuring personalized attention and tailored teaching methods to meet individual learning needs.
- Assisted students in reviewing for upcoming exams and analyzing past exams to identify areas of weakness, devising targeted strategies to address knowledge gaps and improve exam scores.