

Steven Tan

Houston, TX
346-757-9888
stan04461@gmail.com

Summary

Motivated Data Specialist and Computer Information Systems graduate with a focus on full-stack web development. Experienced in leveraging data-driven insights and business intelligence tools to design innovative, customer-focused solutions that enhance operational efficiency and improve customer experience. Skilled in data visualization and adept at cross-functional collaboration and stakeholder communication.

Education

University of Houston
Bachelor of Science (BS): Computer Information Systems
GPA: 3.45

Houston, TX
May 2024

Skills

Languages: English, Vietnamese, Python, JavaScript, HTML, C++, CSS, Vue JS, React JS, Git
Database Systems: MySQL, SQLite, SQL Server Microsoft Access, MongoDB
Tools: Microsoft Office, Tableau, PeopleSoft, Microsoft Azure

Projects

[AggieGrade – Texas A&M Grade Distribution Data Application](#)

August 2024 - Present
College Station, TX

Lead & Developer

- Developed a site to visualize all past TAMU course information
- Implemented a scalable backend to accommodate large datasets, enabling users to compare trends efficiently
- Collaborated with multiple departments, including academic offices and IT services to acquire and maintain accurate datasets

[LV Nails & Spa – Full-Stack Application](#)

August 2022
Sugarland, TX

Project Lead

Sugarland, TX

- Boosted customer engagement by 20% through enhanced user experience and system optimization
- Deployed a frontend application on AWS server with MYSQL, utilizing Express.js and Python for backend
- Led an 8-member team to digitize and optimize customer record-keeping, reducing user error by 57%

Experience

[Private Estate](#)

May 2024 – Present
Bellaire, TX

Archival Operations Manager

- Supervised a team of 6 employees to digitize and organize over 100,000 financial and legal records
- Streamlined document management workflows, reducing retrieval and verification time by 50% through standardized labeling and cloud-based storage
- Oversaw secure shredding of outdated records, maintaining zero data loss incidents

[Bettencourt Tax Advisors, LLC](#)

May 2019 – August 2020
Houston, TX

Records Management Specialist

- Administered comprehensive administrative support for over 10 staff members
- Reviewed and processed over 1000 dockets monthly with 98% accuracy
- Streamlined document management workflows, improving processing efficiency by 25%