

Steven N. Tan

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

OBJECTIVE

Data Specialist. Computer Information Systems graduate with a focus on full-stack web development. Passionate about leveraging data and technology to create impactful solutions. Eager to learn, collaborate, and innovate. Actively seeking full-time opportunities to contribute to meaningful projects.

EDUCATION

University of Houston Houston, TX
Bachelor of Science (BS): Computer Information Systems May 2024
GPA: 3.10
Relevant Coursework: Database Management, Information Systems in Organizations, Computer Science & Programming, Intro Logistics Technology, Project Management & Practice

RELEVANT TECHNICAL 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 Houston, TX
Lead & Developer August 2024 - Present

- Developed a site to visualize all past TAMU course information from 2019-2024
- Leveraged the Texas Open Records Act to allow ease of data analysis
- Optimized backend performance using Python for data processing and SQL for efficient data management

LV Nails & Spa – Full-Stack Application Sugarland, TX
Project Lead August 2022

- 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%

RELEVANT WORK EXPERIENCE

Bettencourt Tax Advisors, LLC Houston, TX
Records Management Specialist May 2019 – August 2020

- Administered comprehensive administrative support for all tax consultants
- Demonstrated precise sorting and management of dockets for review and processing
- Facilitated preparation of both formal and informal hearing files
- Ensuring data integrity and compliance of tax documents with company policies

University of Houston Department of Modern & Classical Languages Houston, TX
Administrative Events Coordinator October 2019

- Organized departmental events, including seminars, workshops, and conferences
- Coordinated event logistics such as venue booking, catering, and guest invitations
- Mediate communication & coordination between students, teachers, and departmental staff