

Catherine Dao

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EDUCATION

California State University Long Beach

Bachelor of Science in Management Information Systems and Management

Expected Graduation: May 2023

GPA: 3.9/4.0

COMPETITION

ALPFA Moss Adams Case Competition - 1st Place

April 2022

- Presented an action plan to the case study about corporate diversity by comparing corporations' employee composition
- Honed skills in team collaboration, brainstorming and problem solving within a week time frame

MISSA Information Technology Competition: Data Analytics - 2nd Place

April 2022

- Proposed suggestions backed up by data visuals from Tableau, PowerBI, and Excel to a panel of data professionals
- Developed skills analyzing datasets, storytelling, problem solving, and effectively communicating as a team

CSULB Boeing Case Competition - 1st Place

October 2021

- Presented analysis and recommendation for a new plane design, estimated timeline, and alternative solutions to pursuing sustainability from presented real world case
- Fostered a great sense of teamwork, time management, critical thinking to provide a recommendation that benefit the company in their current situation

EXPERIENCE

Engenius Channel Sales Assistant

May 2022 - Present

Costa Mesa, CA

- Regularly collaborate with Operations and Accounting teams, monitoring product inflow & outflow and potential issues
- Follow up on all Ecommerce orders placed, forward them to the sales admin team for order processing /track delivery

Jamba Server and Cashier

February 2022 - Present

Huntington Beach, CA

- Greet customers with enthusiasm on register and as they leave to create a positive and friendly environment
- Create 90+ smoothies and acai bowls with close to 100% accuracy even during rush hours

Leadership & Involvement

Data Analytics Committee Chair

February 2022 - Present

Association of Latino Professionals For America | Long Beach, CA

- Assist ALPFA advisor during technical workshops as technical support
- Work with the Director of Data Analytics on grading Excel and PowerBI assignments

VP of Finance

December 2021 - Present

Association for Information Systems | Long Beach, CA

- Manage the balance of AIS agency accounts and grants including grant applications and budgeting for future events
- Process fund requests and reimbursements from past event expenses and collect membership dues for meetings and events

CERTIFICATIONS

ALPFA Alteryx Certificate of Achievement

December 2021

Tableau Desktop Specialist Certification

August 2021

CompTIA IT Fundamentals Certification

June 2018

SKILLS

Microsoft Excel and Access | Python, HTML | Tableau and Microsoft BI | LucidChart and Microsoft Visio | Google Workspace

Fluent Vietnamese | Organization Skills | Teamwork | Written and Verbal Communication | Adaptability | Google Analytics

VOLUNTEERING

- Handed out badges and directed IT professionals in the conference room of Southern California SIM 2022
- Provided instruction to my AP Computer Science Principles class about basic computer security 2019