Emporia, KS 66801

[Profolio](https://sites.google.com/g.emporia.edu/yifang-hao-portfolio/home)

[Github](https://github.com/YifangHao)

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# Professional Summary

Detail-focused Data Analyst with knowledge in data warehousing, process validation and business needs analysis. Proven to understand customer requirements and translate into actionable project plans. Dedicated and hard-working with passion for Big Data. Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.

# Experience

**Business Affairs Director**, August 2021 – current, Emporia State University

* Serves as the treasurer for Associated Student Government, maintain and update shared operational budgeting files, resources, and program documents to ensure all related staff have access to the latest versions of materials.
* Closely work with all student organizations, tracking multiple program budgets and spend rates, manage the monetary funds available to ASG, and prepare regular reports of organizations to ASG.
* Serves as an ex-officio member of the ASG Fiscal Affairs Committee and serves as a student representative on the Tuition and Fees Advisory Committee.

**Trio Tutor** (College Algebra, Statistics, Accounting, Calculus), August 2021 – current, Emporia State University

* Supported students with helpful study habits and exam strategies.
* Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
* Provided homework assistance using specific curriculum and materials.

**Assistant Manager Intern**, January 2022 - December 2022, LongKing LLC - Independence, MO

* Assist general manager and IT professionals to plan and implement supply chain optimization projects
* Leveraged data and analytics to make informed decisions and drive business improvements.
* Improved staffing during busy periods by creating employee schedules and monitoring call-outs.

# Education

**Master of Science Informatics,** August 2021 **–** Current**,** Emporia State University Emporia, KS

**MBA Accounting Concentration,** August 2021 – May 2020, Emporia State University Emporia, KS

**Bachelor of Science Business Administration,** September 2010 – June 2014, Guangdong University of Finance, China