

Aaron Tran

11805 Dunbar Court • Oklahoma City, OK 73162 • 405-887-2109 • AaronTran555@gmail.com

EDUCATION

University of Oklahoma, Norman, OK

Bachelor of Business Administration: Management Information Systems

August 2020 - May 2024

3.75/4.00 GPA

Francis Tuttle Vocational Technical School, Oklahoma City, OK

August 2017 – May 2019

Pre-Engineering Academy

Certifications

Google Data Analytics Professional Certificate

September 2024

Google Cybersecurity Professional Certificate

July 2024

Specialized Skills

Data Analytics Skills: SQL, R, Tableau, Data Cleaning, Spreadsheets

Coding Languages: C#, SQL, HTML, VBA, PHP, Linux

Other Skills: TeamMate+, PowerBI, Archer, AuditBoard, SAP, CAD, CAM

Fluent in English and Vietnamese

EXPERIENCE

Toyota Headquarters, Plano, TX

May 2023 – August 2023

Compliance & Audit Office Internal Audit CO-OP

- Collaborated with Internal Audit to achieve regulatory validation and reporting
- Aided in planning for auditing processes
- Reviewed evidence for Sarbanes Oxley audits and internal audits
- Participated in the entirety of an audit
- Created user stories and frameworks

American Fidelity, Oklahoma City, OK

June 2022 – August 2022

Enrollment Solutions Data Intern

- Cleaned and organized large datasets to improve data quality and integrity
- Audited payroll files and tested macros to identify discrepancies in carrier files
- Reviewed census and benefit data to load into enrollment site
- Developed and documented a standardized data processing procedure

PHO'Ever, Oklahoma City, OK

May 2018 – September 2018

Cashier

- Greeted customers when entering the restaurant
- Processed customer orders in a timely and efficient manner
- Managed both in-person and phone orders
- Analyzed daily sales data to calculate profit

HONORS AND ACTIVITIES

- University of Oklahoma President's Honor Roll
- University College Dean's Honor Roll
- BIG and LITTLE Volunteering Event 2021, 2022, 2023
- Prize Winner, MIS Programming Bowl 2022
- Family Leader, Vietnamese Student Association
- Member, Multicultural Business Program
- Director of Graphics and Event Coordinator, Multicultural Asian Association
- Member, OU Tennis Club