

# Aaron Tran

AaronTran555@gmail.com • <https://erntern.github.io/> • [linkedin.com/in/aaron-tran-4b9741209/](https://www.linkedin.com/in/aaron-tran-4b9741209/)

## EDUCATION

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**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

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### Data Analyst I

November 2024 – Present

*LexisNexis, Oklahoma City, OK*

- Collaborated with the Research Misses team to ensure compliance and accurate data reporting
- Executed SQL queries to retrieve and analyze data from internal databases
- Improved the process of validating data quality and accuracy
- Reviewed and cleaned large datasets to improve data accuracy and quality
- Researched and compared internal databases to external databases

### Compliance & Audit Office Internal Audit CO-OP

May 2023 – August 2023

*Toyota Headquarters, Plano, TX*

- 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

### Enrollment Solutions Data Intern

June 2022 – August 2022

*American Fidelity, Oklahoma City, OK*

- 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

### Cashier Waiter

May 2018 – September 2018

*PHO'Ever, Oklahoma City, OK*

- 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

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- 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