Megan Y. Tan

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EDUCATION

Stony Brook University, Stony Brook, NY   **Aug 2015 – May 2019**
Bachelor of Science in Applied Mathematics & Statistics; Economics
Minor in Computer Science
Honors: *magna cum laude* (GPA: 3.76/4.00), Dean's List (All semesters), Honors College Student

EXPERIENCE

Product Management Intern   **Jun 2018 – Aug 2018**
Tax Services Department, Broadridge Financial Solutions   *Edgewood, NY*
- Tested and wrote the user manual and help text for the tax product; oversaw bug fixes and UX improvements
- Created Excel templates used to import bulk data into the tax product
- Researched blockchain and presented that information to upper management in a group of 10 interns
- Developed a document management system used to manage and track changes made to documents with 2 interns; personal contribution to the project includes extracting requirements, creating a product roadmap, and migrating the code base to a SharePoint site

Product Management Intern   **Jun 2017 – Aug 2017**
Softheon   *Stony Brook, NY*
- Documented and streamlined business processes; created a SharePoint repository to share the documents
- Validated Qualified Health Plan data in Excel templates and imported the data into the database
- Tested product functionality under various scenarios; troubleshot and found solutions when problems arose
- Designed a new feature to allow direct enrollment of health insurance in compliance with regulatory standards
- Designed new functionality for a website where clients edit Summary of Benefits and Coverage documents
- Extracted requirements, created a roadmap, and designed the UI for a new documentation website for the company as part of a group internship project; presented and demonstrated the project to upper management

Research Assistant   **Sept 2016 – Apr 2017**
Stony Brook University Department of Political Science   *Stony Brook, NY*
- Initiated an automation process by developing a Java program used to classify around 200 newspaper articles about Zika from 2 different sources; increased efficiency by 100% compared to the manual process
- Analyzed the output from the classification process using Python to identify the differences in the articles
- Co-authored a paper titled "Differences between National and Local Media in News Coverage of the Zika Virus" published in the Journal of Health Communication

SKILLS

Programming Languages: Java · Python · HTML/CSS · Javascript · SQL · R
Microsoft Office: Excel · Word · PowerPoint · SharePoint · SharePoint Designer · Visio
Languages: English [Fluent] · Mandarin, Malay [Working Proficiency]
Others: Jira · Microsoft Team Foundation Server · Product Management · UI/UX Design · User Testing

PROJECTS

Stock Market Prediction, Python   **Feb 2018 – May 2018**
- Used time series analysis, regression analysis, and machine learning algorithms to predict the price of stocks

CourseSite Generator, Java, JavaScript, CSS   **Jan 2017 – May 2017**
- Coded a course management software that generates web pages based on editable custom course info

LEADERSHIP & SCHOOL INVOLVEMENT

Vice President, *Chess Club*   **Aug 2017 – May 2018**
- Initiated fun events like a board game night in collaboration with the Computing Society to advertise and boost interest in the club; club membership increased by 50%

Fundraising Coordinator, *Ski Club*   **Aug 2017 – May 2018**
- Organized fundraisers by arranging logistics and coordinating a team of 6-8 volunteers; raised $2000

Research Highlights Writer, *Young Investigators Journal*   **Aug 2016 – May 2017**
- Wrote 3 scientific research highlights articles monthly totaling to 18 articles; worked with an editor to publish 12 articles on the website and 2 articles in the journal