

Shoko Tachikawa, MBA

Data Analysis and Visualization

Recent MBA (Summer 2020) with 10+ years of professional experience in global mega corporations, currently in another master's program for Data Analysis and Visualization (expected Fall 2022). Combines leveraging data skills and expertise in statistical analysis methods with strategic business administrative/managerial experience.

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SKILLS

Data Analysis: R (Hierarchical/Mixed Effect Models; Regression Statistics) • SQL • Python (Logic)

Data Visualization: R Shiny (Interactive Mapping) • Tableau • Power BI • D3.JS

Web Analytics: Google Analytics (SEO & PPC Analysis) • Adobe Analytics

Graphics: Adobe PhotoShop • Illustrator • InDesign • Blender

Business: SAP (+ Ariba) • Oracle (+ P2P) • IBM Mainframe

EDUCATION

CUNY Graduate Center | New York, NY | **M.S. in Data Analysis & Visualization** • GPA 3.95 EXPECTED 12/22

- Student member for Program Executive Committee; Faculty Membership Committee
- Program Representative at Doctoral and Graduate Student Council; Graduate Council

Baruch College CUNY, Zicklin School of Business | New York, NY | **MBA Digital Marketing** • GPA 3.39 08/20

- Frances & Edward Murphy MBA Award
- Communications Director at Graduate Student Assembly
- Zicklin Graduate Student Ambassador
- Voting member of Joint Committee on Curriculum and Articulation

Medgar Evers College, CUNY | Brooklyn, NY | **B.S. in Financial Economics** • GPA 3.51 12/17

- Founder and First President of International Student Club
- Corresponding Secretary at Student Government Association
- Dean's List for four consecutive semesters; Provost's List

PROJECTS

Factors in Music Business that Influence Human Behavior Data Analysis MS Capstone	Present
Bike-Share Business Analysis Data Analysis and Visualization Google Data Analytics Certificate	05/22
International Reading Literacy (PIRLS) Analysis Hierarchical Linear Models PhD Course Project	12/21
Quantified Self Spotify Playlist during Covid Period Data Visualization MS Course Project	12/20
Mini Brands Campaign Estimate and Solution Digital Marketing Strategy MBA Course Group Project	05/20
Digital Presence Assessment for New Millenium Tech Digital Marketing MBA Course Group Project	05/19

PROFESSIONAL DEVELOPMENT / CERTIFICATES

Google Data Analytics R, Tableau, SQL, Spreadsheet Google/Coursera	05/22
Data Visualization and Dashboarding with R R Course Track Johns Hopkins University	06/22
Data Analyst with R R Skill Track DataCamp	02/22
Responsive Web Design HTML and CSS Developer Coursework FreeCodeCamp	01/22
Google Analytics for Power Users Analytics Web Tool Google Analytics Academy	12/19
The Executive Leadership Program Leadership & Management Institute Medgar Evers College	07/19

EXPERIENCE

Migration Resource Center | Staten Island, NY

Desk Service Analyst

06/22 - Present

- Manage clients' data in INSZoom SaaS case solution system and analyze the legal case processing modules.
- Handle office incoming calls of approx. 20/day using RingCentral system and established outreach workflow. Analyze the retrieved data for efficient consultation schedule for attorneys using Power BI and Google Workplace.

Marketing and Outreach Intern

10/19 - 01/20

- Researched promotional materials and identified potential partners for a nonprofit legal service organization as part of MBA curriculum. Exposed and created content for AdWords, Spotify, and S.I. Ferry to reach local audience.

Graduate Center Office of Admissions | New York, NY | **Student Employment Program**

09/21 - 12/21

- Managed information of approx. 5,000 graduate candidates for all PhD and master's departments during the application period in SharePoint. Transformed/processed the data of existing students.
- Built a data table of required documents for application for all 58 academic programs, and arranged it to connect into ApplyYourself network student-onboarding management system.

Baruch College Graduate Student Assembly | New York, NY | **Communications Director**

09/18 - 06/20

- Formed a functional subcommittee and launched a monthly newsletter with InDesign. Built a website on WordPress to promote student-life activities which gained access from various countries.
- Maintained and analyzed traffic to the website using analytics tools to optimize student outreach; handled communications with 3,000+ graduate students and faculties via weekly Listserv distribution and Qualtrics survey.

Pearson VUE National Computer Systems Japan K.K. | Tokyo, Japan | **Test Center Manager**

02/14 - 01/15

- Managed one of the global leading test centers and its operation with 3 colleagues under my supervision; improved team performance; managed testing materials and office supplies including PCs and networks with vendors.
- Liaised with global operational teams to properly deliver clients' exams including GMAT and NCLEX; created issue/change log data tables, and shared with the team and APAC representatives. Built and analyzed the test takers distribution list periodically/seasonally and reported to global.

Bloomberg L.P. | Tokyo, Japan | **Purchasing Operations**

02/13 - 09/13

- Managed purchasing operations for North America divisions; created approx. 10 technology POs/day on average in SAP database that corresponds with Bloomberg Terminal, and liaised with AP Processing team.
- Negotiated lead-time and pricing with local vendors adhered to global supply chain management policy; created spreadsheet using conditional formatting to check negotiation process in each phase for IT projects.
- Restructured workflow using Visio and increased efficiencies; streamlined orders and deliveries.

Bank of America Merrill Lynch | Tokyo, Japan | **Technology Procurement**

12/10 - 11/12

- Evaluated 1,200+ suppliers in local MS Access database for global sourcing/procurement facilitation and engaged in localizing a new procurement system. Secured new and renewed contracts/licenses for IT Projects, and delivered tech services to internal users and teams under ITIL framework principle.
- Analyzed sourcing database from SAP Ariba to report to regional managers; approved invoices for backend coding, and generated payment instructions for POs. Created contingency table in spreadsheet for further analysis conducted by FinCon and AP subject matter experts.

LEADERSHIP / VOLUNTEERING

Data Visualization Society | Global Professional Network | **General Member**

05/22 - Present

R-Ladies Community | Global/New York Coding Community | **Member, Active Participant**

02/22 - Present

Women in Tech | US Chapter | **Member**

11/21 - Present

Digital Analytics Association | New York Chapter | **Student Member**

02/20 - Present

IRS | Certified VITA Program | **Volunteer Income Tax Assistant and Site Coordinator**

01/17 - 12/19

AW360 | Advertising Week New York | **Student Volunteer**

09/19

National Society of Leadership and Success | Medgar Evers College | **Inducted Member**

09/17

Prospect Park Alliance | Volunteer Corps | **Individual Volunteer**

09/17 - Present