**Tessa Klein**

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**Education**

**University of Denver, Student at the Daniels College of Business** Denver, CO

*Bachelor of Science Business Administration – Business Informatics & Analytics*  Expected Graduation: June 2025

**Professional Experience**

**Database and Workflow Optimization**

* Customized Salesforce database improving workflow efficiency (Insider LLC NYC).
* Organized and processed critical client documents for streamlined database management. (Insider LLC NYC).
* Electronically filed accounts payable and cash applications to enhance document processing efficiency (Otolaryngology Associates).

**Client Coordination and Communication**

* Coordinated high-profile client project requests, dining experiences, and travel plans (Insider LLC NYC).
* Developed detailed client portfolios, including project measurements, pricing, and client meeting notes (Conceptual Kitchens & Millwork.).
* Established strong mentoring relationships while supervising children and planning activities (Nanny Experience).

**Process Improvement**

* Assisted upper-level management by improving electronic filing systems and eliminating redundant paperwork (Otolaryngology Associates).
* Produced high-quality portfolios and met strict deadlines to support project planning (Conceptual Kitchens & Millwork).

**Academic Projects**

**Datawarehouse and Business Intelligence**

Objective: Fashion Database My SQL analyzing company’s key performance indicators

Key Contributions

* Wrote SQL code for database management and client information
* Developed SQL code to create DataMarts and connect to client’s requests utilizing visual studio
* Produced quantitative insights utilizing PowerBI addressing the company’s performance
* Analyzed key performance indictors and made recommendations to potential stakeholders to improve those indicators

Technologies Used: MySQL, Power BI, Visual Studio

Automotive Data Analysis Project

* Utilized DCOVAC Framework to define the problem, collect, organize, visualize, analyze, and communicate findings
* Conducted exploratory data analysis to summarize key variables and visualize distributions (histograms, scatter plots, etc.).
* Applied linear regression models to predict MPG, achieving an Adjusted R-squared of 0.83 and significant predictors such as weight, year, and cylinders.

Technologies Used: R-Studio, Alteryx, Tableau

Results:

* Identified key factors of weight and year that significantly impact fuel economy
* Developed actionable insights for designing more fuel-efficient vehicles.

**Leadership and Community Involvement**

**Gamma Phi Beta** University of Denver

*Member* September 2020 – Present

**National Society of Leadership and Success** University of Denver

*Member, Sigma Alpha Pi* September 2021 – Present

**Diploma of Excellence**

*Hornbeck Scholar Fall Quarter 2024* University of Denver

**Skills**

**Language**: Proficient in Spanish, IUHPFL

**Computer**: Certified in Python, Microsoft Excel Expert, Microsoft Office Specialist

**Technical:** LinkedIn Learning: Python Data Analysis, R Training, SQL for Data Analysis, Tableau