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| **Zoe Stoermer**  **Management Information Systems Professional**  [www.linkedin.com/in/zoe-stoermer](http://www.linkedin.com/in/zoe-stoermer) | Zoestoermer28@gmail.com  12550 Crenshaw Blvd. Apt. 420  Hawthorne, Ca. 90250  (918) 639 – 1363 |

**ABOUT ME**

Over the past four years, I have balanced full-time work and school requiring me to develop extreme discipline and organization. My jobs as both a server and childcare worker, while not technical in nature, have allowed me to develop essential life skills that I can apply throughout my future career. These roles, along with my technical projects, have given me a solid foundation in teamwork, multitasking, and maintaining patience amidst challenging circumstances.

**ACADEMIC BACKGROUND**

**University of Oklahoma** *Aug. 2019 – May 2023*

Bachelor of Business Administration || Management Information Systems

**PROJECTS**

Field Project Manager – University of Oklahoma *Jan. 2023 - Apr. 2023*

* Guaranteed deliverables were within the client’s scope and delivered punctually by setting deadlines and assigning responsibilities within our team.
* Helped mature our client’s data analytics program by providing recommendations for new platforms, tools, and staffing strategies. Advocated for establishing a centralized data analytics team and incorporating the use of Microsoft Power BI and Databricks.
* Helped bridge the understanding and communication gap between IT and management by developing a custom integration visualization tool. This tool will impact daily operations and long-term strategies, facilitating efficient decision-making processes.
* Conducted in-depth discussions with executives to gather their viewpoints on key performance indicators (KPIs) and metrics, while also analyzing the potential impact of emerging technologies on data analytics.

Databases Class - University of Oklahoma *Aug. 2022 - Dec. 2022*

* Collaborated with a team and a client to develop a comprehensive Entity-Relationship Diagram (ERD) for a fictitious organization.
* Ensured optimal data organization by implementing normalized relations for the revenue and expenditure cycle.
* Facilitated a clear understanding and documentation of the system’s data elements by producing a data dictionary.
* Designed and implemented the physical database, employing denormalization techniques to enhance system performance.

**EXPERIENCE**

Cheddars Scratch Kitchen – *Host, Server & Bartender* *Nov. 2020 – July 2023*

* Optimized customer satisfaction by greeting guests upon arrival and efficiently managed seating arrangements in the dining room.
* Fostered a positive atmosphere that led to repeat business and customer loyalty by providing friendly and attentive service.

McFarlin Methodist Church – *Childcare Worker*  *Feb. 2021 – May 2023*

* Observed and monitored play to identify developmental strengths and target areas for enrichment activities.
* Fostered positive and trusting relationships with parents, earning their confidence in providing a safe and educational environment for their children.
* Collaborated with a team of professionals to design and implement plans for the children’s growth and learning.

**SKILLS**

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| * Coding in: SQL, C#, HTML, VBA * Microsoft Office (Excel, PowerPoint, Word, Power Automate, Access) | * Communication * SAP, Power BI, UiPath | * Analytical Mindset * Team Collaboration * Project Management |