Alexander Yee

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**Summary of Qualifications**  
Enthusiastic Data Analyst eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Diligent and meticulous professional commended for quickly and accurately learning new procedures. Motivated to learn, grow and excel.

**Skills**

HTML | JavaScript | JIRA | Microsoft Word/Excel/Flow | Python | SQL | Tableau | VBA

**Projects**

**Analyzing Marriage Longevity across the World:** <https://github.com/alexy1432/A-Glance-at-Marriage-Longevity>

* Analyzed a myriad of factors in order to establish any positive or negative correlations to a lasting marriage
* Input dataset as training data to machine learning algorithm (sklearn) in order to predict the impact each factor contributes to marriage longevity
* Tools used: Jupyter notebook, Python, Tableau

**Exploring Cardiovascular Disease:** <https://github.com/alexy1432/Cardiovascular-Disease-Analysis>

* Uncovered the patterns in mortality rate in the United States due to cardiovascular diseases via time-series analysis and a location analysis of cardiovascular deaths
* Created choropleth maps to showcase cardiovascular mortality in counties and states from

1980-2014

* Tools used:Jupyter notebook, Python

# Work Experience

**SoftBank Investment Advisers San Carlos, CA**

**Database Administrator/Project Manager**

February 2019-Present

* Implemented and configured EnGlobe, an Entity Management Database, to the entire firm
  + Trained over 80 users across multiple functions and multiple countries EnGlobe functionality
  + Communicated with multiple functions to gain insight on the data that needs to be captured on a function-wide basis
  + Organized and created efficiencies regarding database layout and data fields to ensure users across multiple functions only access relevant data
  + Utilized Python and Advanced Excel techniques to perform content-specific information pull requests
* Assisted in implementing JIRA to improve and replace the previous Legal Contract Intake System
* Created efficiencies in Legal Operations through utilization of Microsoft Flow

**Astex Pharmaceuticals Pleasanton, CA**

**Legal Administrative Assistant – Contractor**

June 2016-December 2018

* Proofread legal contracts to ensure language is consistent and formatting is correct
* Collaborated internally with all departments to ensure content of legal contracts is accurately expressed
* Collaborated with external vendors to ensure protocol regarding the execution of legal contracts is followed
* Assisted Accounting Department with creation of Purchase Orders upon the execution of a legal contract
* Data entry and management of internal legal database and physical file room

**Dynavax Technologies**

**Drug Safety Assistant – Contractor Berkeley, CA**

October 2015-March 2016

* Performed quality control and reconciliation of all safety events for a Phase 3 vaccine trial (Serious Adverse Events (SAEs), Autoimmune Adverse Events (AIAE)), at the site level, between the Dynavax safety files and the Clinical Research Organization eTMF in preparation for the eTMF transfer to Dynavax
* Created Excel tracker of relevant Drug Safety communications and meeting minutes filed in the CRO eTMF and reconciled files with Dynavax safety files
* Created Excel tracker to ensure all communications from the Dynavax Medical Monitor, CRO Medical Monitor, and Chief Medical Officer regarding AIAE adjudications were filed in the eTMF
* Participated in audit readiness activities for Drug Safety and Pharmacovigilance (document readiness) in preparation for a GCP FDA audit
* Reconciled, prepared, and formatted safety narratives for Clinical Study Report for Phase 3 vaccine trial including entering treatment assignments

**Astex Pharmaceuticals Dublin, CA**

**Drug Safety Assistant - Contractor**

July 2014 – September 2014

* Ensured Drug Safety documentation in Adverse Event Reports were accurate and complete
* Created and maintained trackers using Excel functions to develop reports and lists
* General administrative duties including the transfer of Drug Safety documentation and equipment
* Learned fundamentals of Adverse Event reporting

**Education**

**B.A. Economics/Environmental Studies** **University of California, Santa Cruz, CA**

2011-2015

**Certification – Data Analytics University of California, Berkeley Extension, CA** April 2019 – October 2019