

# BECKY CHAO

## CONTACT

✉ [bkychao@gmail.com](mailto:bkychao@gmail.com)  
☎ (510) 908-3488  
🌐 [www.beckychao.com](http://www.beckychao.com)  
🏠 Castro Valley, CA  
(San Francisco Bay Area)

## EDUCATION

### BACHELOR OF SCIENCE, COMPUTER SCIENCE

Aug. 2017 - Dec. 2020  
Oregon State University  
GPA: 3.71

### BACHELOR OF ARTS, RHETORIC & AMERICAN STUDIES

Aug. 2009 - Dec. 2013  
Univ. of California, Berkeley  
GPA: 3.73

## LANGUAGES

Python  
SQL  
R  
C++  
C  
JavaScript  
HTML & CSS

## SOFTWARE

Microsoft Excel  
Git  
Jupyter Notebooks  
RStudio  
MongoDB  
Heroku

## EXPERIENCE

### DATA AND EVALUATION COORDINATOR

*Oakland Promise | Sept. 2019 - Present*

- Support a staff of 50 with Salesforce CRM administration and empower them with regular trainings and process documentation.
- Provide data analysis, evaluation, and reporting to improve effectiveness of student programming and increase engagement.
- Create and maintain database features for a rapidly-expanding organization, including flows, dashboards, and client-facing portals.
- Ensure data integrity with mass updates using dataloader.io and Apsona
- Configure related third-party applications such as FormAssembly, Campaign Monitor, SurveyMonkey, and Google Sheets.

### GRANTS ASSOCIATE

*Alameda County Community Food Bank | Sept. 2015 - Dec. 2017*

- Managed portfolio of 40 institutional funders, raising \$360,000, and submitting 75+ proposals/reports annually.
- Supported Institutional Giving team in raising \$4.5 million annually with database management. Documented and developed queries for grant awards, deadlines, and prospect research in Blackbaud CRM.

### AMERICORPS VISTA DEVELOPMENT COORDINATOR

*Reading Partners | July 2014 - July 2015*

- Submitted grant proposals and reports, raising \$145,000 annually and supported department in raising \$1.4 million.
- Managed regional communications, marketing, and social media.
- Using Salesforce CRM, developed queries to target potential and past donors for email fundraising campaigns.

## CERTIFICATIONS

- Salesforce Certified Platform App Builder (Dec. 2021 - Present)
- Salesforce Certified Administrator (Feb. 2021 - Present)

## SOFTWARE PROJECTS

- [COVID App](#) - A website evaluating COVID-19 risk, built using vue.js, MongoDB, Node.js, JavaScript, Heroku, HTML, CSS, and based on analysis completed in R.
- [SQL Database](#) - A database for hikers, tracking hike, park, and trail entries with CRUD functions, built using MariaDB, node.JS, SQL, JavaScript, HTML, and CSS.