Carolina Matte

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EDUCATION

Brigham Young University   Provo, UT | 01/2020 – 04/2024

Information Systems, Marriot School of Business

Areas of Interest: Data Science, Business Analysis, Cybersecurity and Software Development

WORK EXPERIENCE

Business Career Center, Brigham Young University

Data Analyst   Provo, UT | 01/2023 – 03/2023

- Created accessible and interpretive graphics through tableau for each team.
- Collected relevant data through Handshake, Qualtrics, and Google Analytics.
- Helped provide weekly reports to the team by collecting, wrangling, and communicating data with regards to all events and recruiting happening through the Career Center.
- Frequently brainstorm ways to utilize technology through the office to continually improve business processes.
- Helped each team evaluate performance and provide recommendations for specific areas of improvement.
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Missionary Training Center

Canvas Course Design Specialist   Provo, UT | 03/2020 – 12/2022

- Translated necessary design requirements into HTML code.
- Maintained design standards for all MTC language courses in Canvas.
- Accessed the Canvas API to make automations in the language courses.
- Implemented new software such as Cidi Labs.
- Built an automation tool for the Canvas MTC courses using python, reducing our copying process time by half.
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Graziele M Marketing

Administrative Assistant   Passo Fundo | 06/2015 –12/2017

- Administered new projects and created spreadsheets to improve inventory management and reporting accuracy.
- Generated heatmaps to improve customer experience and inventory priority.
- Implemented weekly/monthly operation reports and payroll; reviewed and sent monthly tax documents to the government.

TECHNICAL PROJECTS

Copier Tool Automation   *Missionary Training Center*

- Built copier tool in Python to automate the process of copying a template course into a permanent course in the Canvas for the Missionary Training Center.
- Called Canvas API to make automations.

BCC Robot   *Business Career Center*

- Wrote automation in Python to send out survey links, reminders, and office events.
- Integrates with popular messaging platforms such as Slack and Microsoft Teams to send out messages at a specific time every week.
- Creates a database to store employee details, survey responses, and event RSVPs.
- User-friendly interface for employees to interact with the bot and update their information or preferences.
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Recruiter Satisfaction Survey - Data Collection and Analysis   *Brigham Young University*

- Created automation to import data from two Qualtrics reports on recruiter satisfaction surveys
- Converts reports into panda data frames and cleans the data, filtering relevant columns.
- Resulting data frame is saved to Google Sheet.

Humanitarian Aid Relief Team Website   *Brigham Young University*

- Created a website in HTML for the BYU HART club for the Fall 2021 semester.
- Customized the site using images, icons and information related to club, created Tableau reports.

TECHNICAL SKILLS

C/C++, SQL, HTML/CSS, Python, VBA, Tableau