

Helen Le

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Relevant Skills

Coursework: Data Analytics, Analytics Programming, Database Design, Systems Analysis and Design, Software Development, Project Management

Certifications: Microsoft Excel, Project Management Fundamentals, Excel for Accountants

Technical Skills: Python, MySQL Server, Microsoft Visio, Microsoft Access, IBM SPSS, C#, HTML CSS, Visual Studio, Microsoft Office Suite (Excel, Word, PowerPoint), Adobe Creative Cloud (Premiere Pro, Lightroom), Power BI (currently learning; completion by December 2025)

Other Proficiencies: Technical Writing & Editing

Projects

Pets4Life Website Enhancement

Project Manager

Louisville, KY

January 2025 - Present

- Led a **cross-functional team of 5 developers, systems analysts, and requirements analysts** to redesign a nonprofit's website that serves **50+ volunteers and 500+ community visitors annually** and centralize event scheduling, volunteer management, donor management, and a live chatbot
- **Created and maintained project documentation**, including software development plans, use case diagrams, user interface wireframes, and requirements traceability matrices
- **Planned and coordinated project deliverables**, including semiweekly meeting minutes, status reports, and client communications, ensuring transparency and stakeholder alignment
- **Applied Agile methodologies** to manage iterative updates and sprint planning, improving efficiency and collaboration
- Designed and implemented **phases of the Systems Development Life Cycle (SDLC)**, including User Acceptance Testing (UAT) and change management procedures
- Conducted **client demonstrations and presentations**, collecting feedback and iterating solutions to align with project requirements
- **Consolidated donations from 5 different sources into a single streamlined system**, reducing complexity for donors and enabling recurring contributions
- Integrated **7 WordPress plugins** and automated database inputs, reducing manual workload by **60 staff hours per month**

NFL Analytics Research Project

Developer

Louisville, KY

August 2025 - Present

- Assessed whether a stronger **offense or defense** has a greater impact on team wins using multi-season NFL data
- Cleaned and analyzed datasets using Python including points scored, points allowed, and yardage statistics
- Built an interactive **Power BI dashboard** to visualize correlations between team performance metrics and win-loss records
- Applied statistical methods and comparative analysis to identify trends and quantify impact on overall success
- Utilized skills in data analysis, visualization, and performance reporting

Education

University of Louisville

Anticipated Bachelor of Science in Business Administration

Louisville, KY

Expected May 2026

- Major in Computer Information Systems
- Tracks in Data Analytics and Business Process Management
- **GPA:** 4.0/4.0
- **Awards and Honors:**
 - Made Dean's List every semester
 - Recipient of the Trustees' Scholarship (Academic Merit Scholarship)
- **Leadership:** Vietnamese Student Association (Secretary & Treasurer)