

LEONEL GARAY

BUSINESS SYSTEM ANALYST

CONTACT

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Saga, Japan

EDUCATION

B.S., COMPUTER SCIENCE
Oregon State University | 2023

B.S., PSYCHOLOGY
B.S., SOCIOLOGY
University of Utah | 2012

A.S., PSYCHOLOGY
Salt Lake Community College | 2010

CERTIFICATIONS

**UX DESIGN PROFESSIONAL
CERTIFICATE**
Google

PYTHON PROGRAMMING
University of Utah

**ONBASE CERTIFIED
WORKFLOW
ADMINISTRATOR**
Hyland Software, Inc.

**ONBASE CERTIFIED
SYSTEM ADMINISTRATOR**
Hyland Software, Inc.

**CRIMINOLOGY &
CORRECTIONS**
University of Utah

WORK EXPERIENCE

BUSINESS SYSTEM ANALYST

University of Utah | 2017 — 2021

- Produced and restructured different systems and processes within the University Office of Scholarship and Financial Aid.
- Assessed departmental needs to determine and implement changes or new processes.
- Led a team for collection, gathering, control, and integrity of departmental data for over 33,000 undergraduate and graduate students.
- Gathered and maintained departmental data for development of reports for grant proposals, presentations, executive needs, etc.
- Documented and maintained best practices and offered guidance and recommendations for process changes and potential solutions.
- Created new reports and collected data for internal and external data reports using PeopleSoft, Department of Education software, Excel, and other proprietary software.
- Instructed new and current department personnel on new system functionalities, processes, programs, and procedures.
- Established and executed test cases to established software quality standards.
- Ran implementation and monitoring of new automated systems.

COMPUTER ASSISTANT

University of Utah | 2014 — 2017

- Coordinated all deadlines and distribution of reports and processes of various areas within the University Office of Scholarship and Financial Aid for review and/or additional processing.
- Launched, monitored, and reviewed daily, monthly, and yearly Financial Aid processes.
- Delivered high quality production control within compliance of all federal, state, and university regulations relevant to providing financial aid to qualifying recipients.

FINANCIAL AID ADVISOR

University of Utah | 2013 — 2014

- Mentored students with Financial Aid and Scholarship processes and provided information about available programs, procedures, and eligibility requirements.
- Assembled and managed student data and evaluated documentation for compliance and eligibility.
- Researched and implemented relevant Financial Aid laws.

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BUSINESS SYSTEM ANALYST

SKILLS

Technical Skills

Figma

Adobe Photoshop | XD

PeopleSoft

OnBase

Atom | PyCharm | VS Code

Programming Skills

Python

SQL

HTML

CSS

JavaScript

MASM

Languages Skills

Spanish: Fluent

English: Fluent

Japanese: Beginner

WORK EXPERIENCE CONTINUED

COLLEGE ACCESS ADVISOR

Salt Lake Community College | 2012 — 2013

- Advised college students regarding college academic requirements.
- Developed workshops, presentations, and other recruitment and retention services for prospective college students.
- Familiarized underrepresented students with academic programs.
- Executed outreach efforts targeted to increase college participation rates.

RESEARCH ASSISTANT

University of Utah | 2011 — 2012

- Interviewed at-risk youth and families, assuring adequate completion of assessments for data collection and research.
- Collected and compiled data, record research result, and filed records from assessments to be used in research.

ASSISTANT MANAGER

Go Purified Water & Ice | 2011 — 2012

- Offered all store services to customer and trained employees.

AFFILIATIONS & COMMUNITY SERVICE

SMITHSONIAN INSTITUTE

Smithsonian Digital Volunteer | 2021 – 2022

PRESIDENT ELECT, VICE-PRESIDENT, & SERVICE CHAIR

Omega Delta Phi Fraternity Inc. | 2011 — 2013

- Founded first Multicultural Fraternity in Utah and at university level.
- Liaison between fraternal organization and non-profits organizations.

CHILD ADVOCATE & EVENT COORDINATOR

Court Appointed Special Advocates (CASA) | 2012 – 2013

SPANISH INTERPRETER & BLOOD DRIVE COORDINATOR

American Red Cross | 2012 – 2013

TRANSLATOR, MOBILE CLINIC VOLUNTEER, & PRESENTER

Comunidades Unidas (Communities United) | 2012 – 2013