

JASMINE YAP

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EXPERIENCE

RTS MANAGEMENT, INC.

Remote

Sales Operation Analyst

Feb 2022 – Present

- Working closely with C-suite management in a fast-paced startup to create project plans, project estimates and financial models such as gantt charts, budget sheets and workback schedules in Microsoft Excel
- Facilitating weekly executive briefings to provide updates on project schedules and revenue updates, strategic alignment across cross-departmental project activities, and to identify opportunities for improvement
- Constructing RFPs in PowerPoint for Fortune 500 brands seeking to enter the gaming market by comprehensive analysis of industry trends, their KPIs, market opportunities, and consumer behavior at \$1M+ spend levels
- Engaging with 20+ different clients to ensure their deliverables are met regarding Evo 2022/2023 (world's largest fighting game tournament co-owned by RTS & Sony) to fulfill contracts generating over \$4M in revenue
- Developed a CRM in ClickUp to house the entire sales operation pipeline by creating Kanban boards and dashboards to track tasks and key deliverables across 60+ accounts

Chipotle & Capcom Partnership - Project Coordinator

January 2023 – Present

- Acting as a business liaison between Chipotle and Capcom by managing project documentation, risk assessments, change requests and status reports to reach project milestones on time at current budget level of the SOW
- Consistently gathering business requirements for stakeholder approval for external vendors to develop a microsite, generate assets and release Street Fighter 6™ features in the Chipotle mobile application/website

CAPGEMINI

Atlanta, Georgia

Staff Consultant

Jan 2021 – Feb 2022

- Raytheon Technologies - Java Developer
 - Redesigned database structures using Oracle SQL Developer by running SQL statements to create new tables, triggers and indexes
 - Developed features/bug fixes for applications coded in Java to test and deploy in different environments before committing to production using JDK, Antill and TortoiseSVN with a team of 10+ developers, database administrators and application product owners in an agile environment
 - Redesigned front-end components of web applications using HTML, CSS and JavaScript after analyzing user requirements resulting in a decreased queue of over 100 tickets

AWS Mentor

Apr 2021 – Feb 2022

- Created curriculums for cohorts of 20+ new-hires using Pluralsight training videos, exercises, and labs to use the AWS Management Console to spin up VPCs and instances, host websites, create DynamoDB connections and other related topics to host the end-of-training web application

GENUINE PARTS COMPANY

Atlanta, Georgia

IT Project Management Intern

May 2019 – Aug 2019

- Managed the Change Advisory Board (CAB) process for weekly production releases
- Jira tickets of the Platform Ops team regarding QA Azure site issues to clear blockers and close tasks
- Led the daily scrum ceremonies for the next-gen POS system dev team for NAPA stores globally using Trello

SKILLS

Programming: Python, MySQL, Java, HTML, CSS

Certifications: Professional Scrum Master™ I (PSM I), Agile Software Development – Coursera, ITIL® Foundation 4 First Look – LinkedIn, Google Project Management Certificate – In Progress

Software: Microsoft Excel, Microsoft PowerPoint, Google Suite, Jira, Trello, ClickUp, Eclipse, Oracle SQL Developer, ServiceNow, Confluence, Slack, MS Outlook, TortoiseSVN, Hubspot, JDK 8

Interests: Ultimate Frisbee, Lifting, Rock Climbing, Pickleball, Board Games

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY

Atlanta, Georgia

Bachelor of Science in Business Administration, Concentration: Information Technology

Highest Honors