

Jin Yu

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PROFILE

Results-oriented Analyst skillful in managing and breaking down large volumes of information. Proactive at heading off issues in operations, workflow and production by uncovering trends affecting business success. Flexible and versatile in developing innovative solutions to organizational problems. Broad-based background in high competitive and dynamic organizations. Recognized as excellent team player. Committed to forming strong and productive teams.

EDUCATION

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

MBA

specializing in

MANAGEMENT &

ENTREPRENEURSHIP

Dec 2021 | Durant, OK

Cum. GPA: 3.929 / 4.0

UNIVERSITY OF TEXAS AT ARLINGTON

BS IN EXERCISE SCIENCE

Dec 2011 | Arlington, TX

LICENSES &

CERTIFICATIONS

GOOGLE DATA ANALYTICS CERTIFICATE

Issued July 2022

SKILLS

Teamwork and Collaboration • Data Analysis • Microsoft Office Suite • Business administration • Technical writing • Pivot tables • VLOOKUP • \LaTeX

SOFTWARE

SQL • R • Tableau • Microsoft Excel • Google Sheets • Jira • Confluence • Looker • Python

EXPERIENCE

BILLGO | DATA ANALYST

August 2022 – Present | Fort Collins, CO

- Performed Data Validation with Quicksight and RPPS systems.
- Acquire data from Primary URL sources.
- Assist in maintaining data accuracy.
- Track project progress with Jira Kanban board.

AUCTANE LLC | USER EXPERIENCE ANALYST

Aug 2021 – May 2022 | Austin, TX

- Conferred with management and development teams to prioritize needs, resolve conflicts, and develop solutions.
- Worked cross-functionally to accomplish goals and address issues related to our products and services.
- Conducted research on usability and consumer responses to compile, clean, and organize research data.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Researched and proposed new solutions to make product more user-friendly.
- Proficient in using Microsoft Excel for data analysis, including creating and managing large data sets, performing calculations, and generating charts and graphs to visually represent data.
- Experienced in using pivot tables to aggregate and summarize data, as well as to uncover trends, patterns, and relationships within data sets.
- Knowledgeable in using VLOOKUP functions to retrieve data from large data sets, match data between worksheets, and automate data entry processes.
- Ability to use conditional formatting and data validation tools to ensure data accuracy and integrity, and to identify and highlight trends and outliers in data.
- Skilled in using advanced Excel functions such as INDEX and MATCH, SUMIFS and SUMPRODUCT, and other functions to perform complex data analysis.

AUCTANE LLC | ONBOARDING SPECIALIST

Sept 2020 – Aug 2021 | Austin, TX

- Onboarded new merchants by providing consultation services.
- Reduces merchant frictions by optimizing merchant processes and workflows by educating merchants on best practices.
- Worked alongside merchant to deploy new training strategies.
- Advocated for merchant needs, helping to identify and resolve conflicts.

AUCTANE LLC | MERCHANT SUCCESS ADVOCATE

May 2020 – Sept 2020 | Austin, TX

- Engaged with customers over phone, chat, and email to offered business solutions.
- Applied creative problem solving to merchant inquiries with support of partners, resources and leadership.
- Identified, documented and took ownership of merchants' issues and saw problems through to resolution.

IDEAL IMPACT INC. | ENERGY OPTIMIZATION ASSOCIATE

Sept 2016 – Apr 2020 | Grapevine, TX

- Implemented energy management solutions to minimize client spending and executed controls installations for existing HVAC equipment.