**Karen Li**

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**SKILLS**

- Microsoft Word - Microsoft Excel - Microsoft PowerPoint - SQL - C# -VBA - HTML - CSS - Data Analysis

**EDUCATION**

**University of Oklahoma, 660 Parrington Oval, Norman, OK 73019** **Expected December 2021**

Bachelor of Business Administration in Management Information Systems

*Honors and Awards:* Dean’s Honor Roll, Summer Advantage Scholar, Business Scholarship

**WORK EXPERIENCE**

**Data Management, Undergraduate Research Assistant 2021-present**

**University of Oklahoma, 660 Parrington Oval, Norman, OK 73019**

* Cleansed and added structure to semi-structured and unstructured data
* Utilized intermediate Excel skills (VLOOKUPs, IFs) to structure data
* Developed automated solutions in VBA for faster data structuring
* Assisted graduates with training undergraduates to use Excel

**Web Developer, Undergraduate Research Assistant 2021-present**

**University of Oklahoma, 660 Parrington Oval, Norman, OK 73019**

* Coordinated with a research group to develop and design a website to fit the needs of the research
* Utilized HTML/CSS to develop website
* Attended research meetings to discuss weekly objectives

## Owner 2020-present

## Self-Employed

* Researched potentially profitable products for resale
* Addressed customer concerns and questions in a timely manner
* Kept track of inventory and revenue using Excel
* Labeled and arranged packages for shipping
* Made over $7000 profit

**ACTIVITIES**

**Webmistress For Lambda Delta Psi, 660 Parrington Oval, Norman, OK 73019 2020**

* Designed and developed website to fit the needs of the organization
* Maintained and updated website content

**Fundraising Chair for Lambda Delta Psi, 660 Parrington Oval, Norman, OK 73019 2019**

* Coordinated and planned events with the organization
* Helped with set up and clean up of events
* Managed expenses and profits with Microsoft Excel

**PROJECTS**

**Small Business Bookkeeper 2021**

* I utilized Excel and VBA to create and design an application for small businesses to keep track of sales, expenses, inventory, and to compare market price.

**Database Project 2020**

* My teammates and I collaborated to plan, design, and develop a database for a business organization. Our tasks included creating an Entity Relationship Diagram (ERD), completing the logical design of the database, and implementing our database in SQL Server.