

# KHANG LE (KAYLA) TAN

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## EDUCATION

THE UNIVERSITY OF IOWA

Iowa City, IA

Master of Science, Business Analytics (CUM GPA 3.76)

12/2022

- STEM-Designated

UPPER IOWA UNIVERSITY / SEGI UNIVERSITY

Fayette, IA / Malaysia

Bachelor of Science, Psychology

10/2016

Bachelor of Science, Communication

## TECHNICAL SKILLS

- Tools: Apache Hadoop, Apache Spark, Databricks, Github, JMP, Microsoft Azure, Microsoft Office, Oracle, Orange, Python, R, SQL, Tableau, Trello, Jira, Monday.com

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## EXPERIENCE

THE UNIVERSITY OF IOWA, TIPPIE COLLEGE OF BUSINESS

Iowa City, IA

Tippie Analytics Cooperative Intern - Team Lead

05/2022 – 07/2022

- Supervised 11 undergraduate students providing daily work direction and guidance
- Owned communication and work direction with 3 non-profit business partners, determining business need and analytics proposals
- Created R script/code to automate update processes for business partners focus on reducing manual intervention
- Developed Tableau visualization providing insights on data to non-profit business partners, aimed at improving business practices

HUAWEI TECHNOLOGIES (MALAYSIA) SDN. BHD.

Petaling Jaya, Selangor (Malaysia)

Department Secretary

01/2019 – 07/2021

- Led analytical work on bank projects involving more than 10 region and 140 countries
- Performed quality checks on all payroll software and provided an analysis of data for review
- Compiled and processed human resources tasks including employee leave applications, claims and benefits

Payroll Analyst

12/2017 – 12/2018

- Compiled and processed payroll for employees across the globe (Taiwan, Korea, Zimbabwe, Kuwait)
- Performed analytical reviews of payroll transactions to identify errors and drive compliance to payroll guidelines
- Worked closely with country HR, management, and third-party information providers to ensure that all data affecting payroll is efficiently captured within the scheduled timeline

EQUIFAX

West Des Moines, IA

VOE Processor I

04/2017 – 10/2017

- Processed verification of employment guidelines with accurate information from communications with many employers
- Conducted manual research through multiple computer systems while maintaining the highest level of accuracy

MARSH & MCLENNAN COMPANIES/MERCER

Urbandale, IA

Participant Service Representative/Benefit Counselor

03/2017 – 04/2017

- Researched and resolved a variety of complaints to ensure customer retention and satisfaction
- Provided accurate and complete information regarding pension benefit plans through database management

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## PROJECT MANAGEMENT EXPERIENCE

- One Sustainable Iowa Conference - Frontier Co-op Case Competition, Team Member (2022)

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## ADDITIONAL INFORMATION

- The University of Iowa, Tippie College of Business - Iowa Business Analytics Case Competition, Student Chair (2022)
- The University of Iowa, Tippie College of Business - Business Analytics, Graduate Research Assistant (2022)
- The University of Iowa, Tippie College of Business - Entrepreneurial & Business Analytics Department, Grading Assistant (2022)
- Upper Iowa University, Office of Institutional Advancement & Alumni Development - Communication Intern (08/2016 - 10/2016)
- Language Proficiencies - Fluent: English, Mandarin, Cantonese, Hokkien, Intermediate: Malay