

# KHANG LE (KAYLA) TAN

319-329-9189 • khangletan@hotmail.com • linkedin.com/in/khangletan • khangletan.github.io

---

## EDUCATION

THE UNIVERSITY OF IOWA  
Master of Science, Business Analytics | STEM (GPA: 3.87/4.0) Iowa City, IA  
12/2022

UPPER IOWA UNIVERSITY  
Bachelor of Science, Psychology and Communication Fayette, IA  
10/2016

## CERTIFICATION

Microsoft Certified: Azure Fundamentals (Credential ID: 994321713) 12/2022

## SKILLS

- **Tools:** Databricks, Excel, Github, Hadoop, Hive, JMP Statistical Software, Jupyter Notebook, Linux, Microsoft Azure, Monday.com, Oracle, Orange Data Mining Tools, Python, R, SAS, Spark, SCRUM, SQL, Tableau, Trello, Jira, Visual Studio Code
- **Methodologies:** Big Data Analytics, Cloud Computing, Clustering Analysis, Data Analysis, Natural Language Processing (NLP), Optimization Analysis, Predictive Modeling, Statistical Analysis

---

## EXPERIENCE

THE UNIVERSITY OF IOWA, TIPPIE COLLEGE OF BUSINESS  
Tippie Analytics Cooperative Intern - Team Lead Iowa City, IA  
05/2022 – 07/2022

- Led a team of 11 to supervise on projects collaborating with 3 non-profit business partners
- Established ETL process by utilizing scalable R scripts to ensure data quality and accuracy
- Consolidated customer database and developed Tableau dashboards to support global overview and business strategies
- Provided insights and recommendations to solve business problems and improve future enhancements
- Created R scripts to promote automation for updated procedures for business partners to focus on reducing manual intervention

HUAWEI TECHNOLOGIES (MALAYSIA) SDN. BHD. Petaling Jaya, Selangor (Malaysia)  
Department Secretary 01/2019 – 07/2021

- Led and collaborated global cross-functional projects with stakeholders across the company to improve operations and processes
- Processed and maintained massive data involving more than 140 countries using Advanced Excel (Index Match, VLOOKUP, Pivot Table)
- Conducted statistical analysis and established dashboards for internal stakeholders to track project progress
- Performed routine inspections and quality analysis to ensure standards and safety regulations are observed
- Created training materials and operating manuals with recommendations for future improvement

Payroll Analyst 12/2017 – 12/2018

- Compiled and processed payroll for employees across the globe (Taiwan, Korea, Zimbabwe, Kuwait) using Oracle, Excel and internal software systems
- Performed data analysis on payroll transactions to identify errors and drive compliance to payroll guidelines
- Participated in automation project and performed UAT testing to improve internal process quality and reduce manual intervention

## EQUIFAX

VOE Processor I West Des Moines, IA  
04/2017 – 10/2017

- Processed verification guidelines with external employers to provide accurate information and results towards client satisfaction
- Assisted with internal leadership team in creating and distributing internal and external reports that communicate towards KPI performance and client SLA key metrics

---

## PROJECT MANAGEMENT EXPERIENCE

The Power of International Education - IIE Network Membership Price Analysis, Project Member (2022)

- Conducted trend analysis and research on competitors, identified target market, provided insights and recommendations on potential pricing models to help optimize the membership and leveraged members retention by using R script

---

## ADDITIONAL INFORMATION

- The University of Iowa - Business Analytics Department, Graduate Teaching Assistant (2022)
- The University of Iowa - Warren and Maryellen Boe Summer Research Fellowship, Graduate Research Assistant (2022)
- The University of Iowa - Iowa Business Analytics Case Competition, Student Chair (2022)
- Language Proficiencies - Fluent: English, Mandarin, Cantonese, Hokkien, Intermediate: Malay