

KHANG LE (KAYLA) TAN

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EDUCATION

THE UNIVERSITY OF IOWA

Iowa City, IA

Master of Science, Business Analytics (CUM GPA 3.85)

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, Github, JMP, Microsoft Azure, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Oracle, Orange, Python, R, SQL, Tableau

EXPERIENCE

THE UNIVERSITY OF IOWA, TIPPIE COLLEGE OF BUSINESS

Iowa City, IA

Grading Assistant

01/2022 – Present

- Provide grading assistance within Entrepreneurial Marketing & Entrepreneurial Leadership Academy II
- Track and record daily attendance reports for Professor
- Perform additional administrative support duties as assigned

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
- Provided quality customer service towards clients to ensure satisfaction with experience

MARSH & MCLENNAN COMPANIES/MERCER

Urbandale, IA

Participant Service Representative/Benefit Counselor

03/2017 – 04/2017

- Facilitated administration of Retirement Plans (Defined Benefit/Pension) for clients daily
- 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

UPPER IOWA UNIVERSITY, OFFICE OF INSTITUTIONAL ADVANCEMENT & ALUMNI DEVELOPMENT

Fayette, IA

Communication Intern

08/2016 – 10/2016

- Event coordinator for P.A.S.T in charge of organizing events like social – Obstacle Challenge, Homecoming Campus Tour, President's Ball, Homecoming Parade, Alumni Award and Honor Class Luncheon
- Recruit new members to Peacock Alumni Student Traditions (P.A.S.T.)
- File documents, copy/print documents, data entry, word process, etc.

ADDITIONAL INFORMATION

- The University of Iowa, Tippie College of Business - Iowa Business Analytics Case Competition, Student Chair (2022)
- Language Proficiencies - Fluent: English, Mandarin, Cantonese, Hokkien, Intermediate: Malay