

KHANG LE (KAYLA) TAN

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

EDUCATION

THE UNIVERSITY OF IOWA

Iowa City, IA

Master of Science, Business Analytics (CUM GPA 3.87)

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 Hive, Apache Spark, Databricks, Github, JMP, Linux, Microsoft Azure, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Monday.com, Oracle, Orange, Python, R, SAS, SCRUM, SQL, Tableau, Trello, Jira, MonkeyLearn, Google Sites, Squarespace

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

PROJECT MANAGEMENT EXPERIENCE

- The Power of International Education - IIE Network Membership Price Analysis, Project Member (2022)
- One Sustainable Iowa Conference - Frontier Co-op Case Competition, Team Member (2022)

ADDITIONAL INFORMATION

- The University of Iowa, Tippie College of Business - Business Analytics, Graduate Teaching Assistant (2022)
- The University of Iowa, Tippie College of Business - Warren and Maryellen Boe Summer Research Fellowship, Graduate Research Assistant (2022)
- The University of Iowa, Tippie College of Business - Iowa Business Analytics Case Competition, Student Chair (2022)
- The University of Iowa, Tippie College of Business - Entrepreneurial & Business Analytics Department, Grading Assistant (2022)
- Marsh & McLennan Companies/Mercer - Participant Service Representative/Benefit Counselor (03/2017 – 04/2017)
- Upper Iowa University, Office of Institutional Advancement & Alumni Development - Communication Intern (08/2016 - 10/2016)
- Language Proficiencies - Fluent: English, Mandarin, Cantonese, Hokkien, Intermediate: Malay