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 Hive, Apache Spark, Databricks, Github, JMP, Microsoft Azure, Microsoft Office, Monday.com, Oracle, Orange, Python , R, SAS Optimization, SCRUM, SQL, Tableau, Trello, Jira

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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)

ADDITIONAL INFORMATION

- The University of Iowa, Tippie College of Business - Business Analytics, Teaching Assistant (2022)
- The University of Iowa, Tippie College of Business - Business Analytics, 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)
- Upper Iowa University, Office of Institutional Advancement & Alumni Development - Communication Intern (08/2016 - 10/2016)
- Language Proficiencies - Fluent: English, Mandarin, Cantonese, Hokkien, Intermediate: Malay