KHANG LE (KAYLA) TAN

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EDUCATION

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

UPPER IOWA UNIVERSITY	Fayette, IA
Bachelor of Science, Psychology and Communication	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 Ming 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   Iowa City, IA

Tippie Analytics Cooperative Intern - Team Lead   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 Advance 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   West Des Moines, IA

VOE Processor I   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 - IIENetwork 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