

Min (Michelle) Xiao

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PROFESSIONAL SUMMARY

Organized, quick-learner and creative thinking data analyst skilled in recording, interpreting and analyzing data by using advanced Excel and SQL. Extensively used SQL for accessing and manipulating database and working closely with departmental manager to create data reports. Experience in ERP and other technical system to streamline operation workflow, conduct market research, and data analytics as part of planning and implementing projects that deliver substantial cost saving and operation improvements. Applied project management skills and problem-solving techniques to design and implement systems and procedures that maximize efficiencies and optimize project profit growth. Fluent in Chinese. **Core competencies include:**

Data Analysis • Project Management • Process Improvement • Data Reporting • Data Visualization

TECHNICAL EXPERTISE

Excel, MS SQL Server, Access, HTML, CSS, JavaScript, Visio, C#, Salesforce, Crystal Report

DATA ANALYSIS & BUSINESS ANALYSIS EXPERIENCE

- **Data Analysis:** Collaborated with staff to strengthen and streamlined their Salesforce database system. Extracted, compiled and tracked data, and analyzed data to generate report that helped implement better solutions. Strong skills with data visualization in Excel and able to demonstrate data visualization interactive chart on website and creating compelling visuals based on data. Query data from SQL and create meaningful reports for data analysis.
- **Database Analyst Certificate**
Core Course: SQL Fundamentals, Database Reporting, Web Development, Web Design Fundamentals, Programming Language C#, System Analysis & Design, Project management, Technical Writing.
- **Business Analysis:** Improved purchasing process of vendor selections by analyzing business requirements and operation needs. Conducted project with IT technical staff to define business process, analysis and generate cost saving plan. Utilized ERP to managed inventory adjustments and analyzed root causes of inventory issues. Revised inventory control procedures and ensured the timely processing of database management. Able to communicate financial analysis/report and making effective proposal presentations to senior management.

BUSSNESS PROCESS IMRPOVEMENT & PROJECT MANAGEMENT EXPERIENCE

- **Cost Analysis & Inventory Management:** Established and controlled stocking levels for food and operation supplies through a computerized inventory system. Created an operation data flowchart and SOP, developed and updated inventory policies and procedures. Utilized inventory management system to monitor inventory level and identify target areas for improvement. Saved 5% of annual operation cost through analysis vendors' pricing and product selections and process development. Participated in supplier selections and contract negotiations for sourcing engagements.
- **Project Management & Leadership:** Trained as a department manager and applied leadership as a department manager in charge of 6-10 people on a day-to-day operation in a retail industry. Understand the methodologies of SDLC and experienced in defining projects scope based on gathered requirement including documentation of constraints, assumptions, business impacts & project risks. Used current structured tools to describe business rule and objects, data flow, data structures, and process flow and documentation. Coordinated with material analysis with all cross-functional internal teams for efficient decisions and dispositions. Collaborated with technical team to deliver optimal business process solutions in line with corporate priorities.

PROFESSIONAL EXPERIENCE

Xi'an MinSheng Group Co., LTD *Business/Data Analyst Intern*
Global Visionaries *Salesforce Database Intern*
Menards *Manager Trainee*
Homeport *Operation/Supply chain Coordinator Intern*
Community Kitchen Inc. *Inventory Control Analyst Intern*
889 Global Solutions *Marketing Analyst Intern*

July 2015 – Nov 2015
May 2014 – August 2014
Dec 2013- April 2014
May 2013 - August 2013
May 2013 - August 2013
Nov 2012 - Dec 2012

EDUCATION

Bellevue College, Certificate: Database Analyst

June 2015

The Ohio State University, Fisher College of Business

Bachelor of Science in Business Administration, Major: Logistics (supply chain) Management

Columbus, OH
August, 2013