

# Hui Liu

## Business Operations Specialist

### Contact

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### Education

B.S in Mathematics  
Washington State University,  
Pullman, WA  
12/2014

### Key Skills

**Analysis related:** Advanced  
Excel and Statistics, Data  
Modelling, SQL, Python, SAS  
**Business Intelligence:** Power BI  
**Project Management:**  
Salesforce, Dynamics 365

### Certificates

**Udemy:** The Complete  
Financial Analyst Course 2023  
Business English Course for  
ESL Students.  
**Bellevue College:** Database  
Design

### Objective

Execute end-to-end business operation, project accounting management, financial budgeting, monthly forecasting, revenue recognition, and forecast variance analysis.

Coordinate with cross-functional team leaders, including department leads and VPs, to forecast the annual business performance.

Lead the Business Intelligence team to design dashboards and internal tools using Power BI in supporting company-wide financial management and resource management.

Write SQL queries and design complex Excel models to analyze data.

### Experience

2/2015 - 5/30/2016

Project Assistant • Pactera Technologies NA, Inc

working with cross-functional teams, project management, forecasting

6/2016 -

Business operation Specialist • Pactera Technologies NA, Inc name changed to Centific Global Solutions Inc.

Financial analysis, project management, working with cross-functional teams, provide consultative solutions and strategic recommendations.

### Communication

Hosting monthly business QFR reviews with executive-level stakeholders, and provide insights from the Financial Planning and Analysis perspective to escalate and avoid potential financial risks.

### Leadership

Provided mentorship, training, and guidance for new team members in India and the US.