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ANDREA TAI

Education

Santa Clara University

Sept 2016 - Dec 2020

Bachelor of Arts in Communication, Minor in Information Systems and Analytics, Minor in Economics

Relevant Coursework: Principles of Marketing, Financial Accounting I, Contemporary Business Issues, Interpersonal Communication Studies, Management of Organizations, Technology and Communication

Experience

Conga

San Mateo, CA

Deal Desk Analyst

Aug 2021 - Present

- Manage the enterprise renewal deals Close Order process end to end
- Provide Sales Operations leadership, support, and training to the sales organization

Poindus Systems

Taipei, Taiwan

Business Development Sales

Sept 2020 - Dec 2020

- Create custom presentation to deliver value proposition around Poindus competence and product portfolios to engage and recruit new business
- Work with account and country managers on Sales team to grow their sales growth in set country or application area through joint development of strategies and tactics

MariaDB

Redwood City, CA

Marketing and Communications Intern

Jan 2020 - July 2020

- Create and post content to social media channels; Execute social media campaigns
- Generated over 11,650,000 post impressions across Twitter, LinkedIn, and Facebook

Seagate Technology

Cupertino, CA

University Relations & Talent Acquisition Intern

June 2019 - Aug 2019

- Organized events and coordinated for on-site and campus events
- Responsible for creation of UR branding materials and global social media outreach
- Coordinated diversity outreach to target universities

ARRIS Group Inc.

Sunnyvale, CA

Sales Operations Intern

June 2018 - Aug 2018

- Use Salesforce.com and Microsoft Office products to help drive sales processes and improve process efficiencies
- Engage both Business Systems Analyst, Salesforce.com team, and Data Governance team

TEDxSantaClaraUniversity

Santa Clara, CA

Co-President / Director of Marketing

Jan 2017 - May 2018

- Coordinated and assembled speakers and executive team through applications and interviews
- Generated 700 followers on social media channels and 500 attendees at annual event

Skills and Interests

Languages English (Native), Mandarin (Native), Taiwanese (Native), Spanish (Intermediate)

Technical	Adobe Photoshop	Adobe InDesign	Windows	Word	PowerPoint	Android	Salesforce.com
	Adobe Lightroom	Adobe Illustrator	macOS	Excel	OneNote	iOS	Entomo
	Hootsuite	CSS	HTML	SEO	Google Analytics		Final Cut Pro

Non-Technical	Event Planning	Sales Operations	Social Network	Project Management
	Marketing	Management	Team Leadership	90WPM Typist

Interests	Photography	Snowboarding	Cooking	Traveling
	Videography	Skiing	Music	Jigsaw puzzles