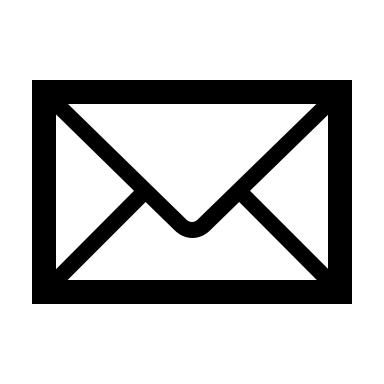
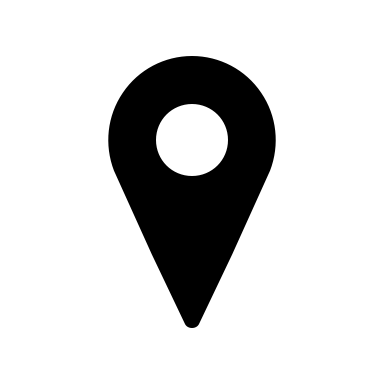
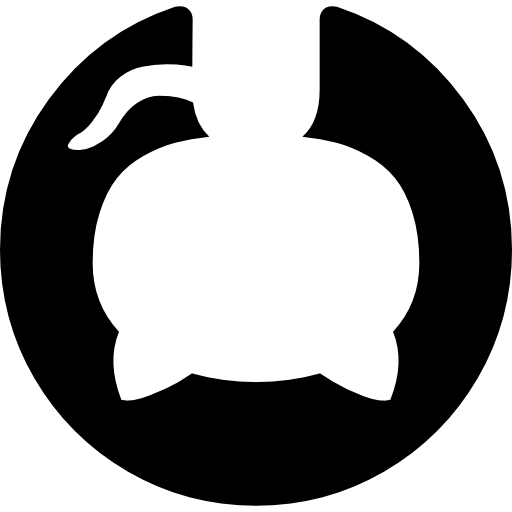
**Esther Wei – Jr. Program Manager / Business Analyst**

**Canadian Citizen – Eligible for tn Or OPT visa which does not need sponsorship**

As a current Jr. Program Manager, is a quick, passionate, and active learner who can apply technology and management knowledge to the work efficiently. Additionally, I have OOP, analytics, Agile, and management skills and a flexible background to implement knowledge in the technology field.

 [ew701@georgetown.edu](mailto:ew701@georgetown.edu) Fairfax county, VA

 linkedin.com/in/esther-wei-47a272165  **https://github.com/swei2/Esther**

**Education, Training, and Certifications**

* B.S., Information System Operation Management, George Mason University, Fairfax, Virginia, 2020

M.S., Technology Management, Georgetown University, Washington, DC, 2022

* Certification(s): Certificate in Lean & Agile Practices (Georgetown University May 2022), Communicating with Data in the Tidy verse (Data camp Apr 2020), Working with Data in the Tidy verse (Data camp Mar 2020), Introduction to R (Data camp Feb 2020), Introduction to the Tidy verse (Data camp Feb 2020)

**Work Experience**

***Jr. Program Manager/Business Analyst November 2022 – Present***

*DSFederal, Inc., Rockville, MD*

* Coordinate the weekly managers’ training and IPR meetings.
* Documenting action items and meeting minutes for each meeting.

*Jr. Program Manager/Business Analyst / SharePoint*

* Lead the meeting and apply Scrum meetings.
* Apply the datasets to Power BI and create the dashboards with SQL relational database knowledge.
* Create visualizations to make the reports clear and easy to consume.
* Executing the tasks on SharePoint, such as creating lists, linking lists, and quick links and applying Agile on Redmine, and solving ticket issues from different requirement backlogs.
* Writing the user’s stories, requirements, and developer guide.
* Provide the requirements backlog for the IT, software, and system projects.
* Establish project plans by Asana and create workflows.
* Support, arrange, and confirm the software development team in the Agile Lifecycle.

*Jr. Program Manager/Business Analyst / Accordance UI UX*

* Implement project plans and guiding the meetings.
* Documenting the meeting minutes and action items.
* Ensure the plans and procedures are up-to-date and done on time.
* Capture and document the devices and UI requirement backlog.
* Define and document detailed functional user requirements from the meetings and the device’s documentation.
* Establish project plans by Asana and create workflows.
* Support, arrange, and confirm the software development team in the Agile Lifecycle.

*Jr. Program Manager/Business Analyst / GWSB*

* Executed project plans and led the meetings.
* Define and document detailed functional user requirements from the meetings and the documentation.
* Document the meeting minutes and action items.
* Ensure the plans and procedures are up-to-date and done on time.
* Guide the team members to work on the KPI list.
* Contribute to the members in working with Power BI.
* Capture and document the KPI and Power BI requirement backlog.
* Establish project plans and create workflows.
* Support, arrange, and confirm the software development team in the Agile lifecycle.

*Jr. Program Manager/Business Analyst / PM: CRO*

* Analyzed the medical protocol and built the CRFs.
* Establish the CRFs in the medical database.
* Coordinate the meetings and the team project plan.
* Implement the analysis skills to the medical database with SAS.
* Contribute SDTMIG and CDISC to the CRF and SDTM and ADaM.

*Jr. Program Manager/Business Analyst / PMO*

* Coordinates, schedules, and develops content to facilitate completion of proposals.
* Contract deliverables, task order review, training, briefings/presentations, and in-process review preparation.
* Directly applicable to becoming a forward-thinking technology leader.

***Business Analyst Intern August 2022 – November 2022***

*DSFederal, Inc., Rockville, MD*

* Create Power BI dashboards, based on the employees’ resumes and the business development by Power BI.
* Executed SharePoint-related tasks.
* Apply Microsoft 365 on the tasks such as SharePoint, Redmine, Power Automate, and other tools.
* Executed relational database knowledge to generate dashboards.

***Software Engineer Intern July 2015 – January 2016***

*Giraffe English, Taipei, Taiwan*

* Facilitated with maintaining the official website with HTML and JS and developed interactive games for students from scratch.
* Debugged the existing codes.

**Technical Skills**

* **Languages:** Java, Python, HTML, Scratch, R
* **OS:** Windows, Mac OS
* **Databases:** Access, SQL, MySQL, SAS
* **Web:** JavaScript, HTML, CSS, REACT
* **Office:** Word, PowerPoint, Excel, Outlook, Teams
* **Tools/Technologies:** AWS, Github, SQL, Agile Methodologies, Scrum, DevOps, Microsoft 365 system, Chinese (Fluent), English (Fluent), Korean (Elementary level), Data Visualization, API, UI&CI, SDLC, Power BI, Tableau, Power Automate, SharePoint, Redmine, Microsoft applications, project plan (Asana, Trello), SDTMIG, CDISC, Azure.

**Accomplishments and Awards**

* Hsiao-Feng Academe (Chinese Culture University’s score ranking for the first 20% in class)
* HOBY Taiwan (Outstanding representatives from Taiwan were selected for the Taiwanese Youth Leadership Camp)
* ATC Full Range Talent Training Camp
* Etiquette representative group in high school (15 students over the approximate 350 students)
* The leader of the summer camp at Giraffe English (July 2015)
* Packing food for Rise Against Hunger (November 2017)
* Volunteering to teach Chinese (July 2018-May 2022)
* Ministry of Education Ceremony Award (One student from a school as a representative to receive the award at the Ministry of Education)
* Ministry of Education Filial Piety Award (One student from a school as a representative to receive the award at the Ministry of Education)
* Exemplary Student Award (one student of a year from a class)
* Presidential Award of the graduation students