

Frances Liu

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OBJECTIVE: Currently seeking internships or full time opportunities in data analytics or project management.

EDUCATION

SAN JOSE STATE UNIVERSITY

BACHELOR

BUSINESS ADMINISTRATION

BUSINESS ANALYTICS

Expected May 2016 | San Jose, CA

SKILLS

TECHNOLOGY

Operating Systems:

• Windows • OSX • Android • iOS • Ubuntu

Software + Programming

• JIRA • Microsoft Office Suite • Confluence • Java • HTML • R • Visual Basic

Currently Studying

• MySQL • Python • Javascript • LaTeX

LANGUAGES

Native Proficiency

• Chinese - Ability to speak and listen to fluent Mandarin, ability to read and write in traditional characters
• English

VOLUNTEER

Service

• San Jose Animal Care Center
• Humane Society

Tutoring/Mentoring

• Elementary, middle, and high school students
• Chinese
• Swimming
• Time management
• Productivity

Private

• Assisted elderly in organizing, filing, paying and tracking bills, monthly statement balance sheet, and taxes

PROJECTS

DATA VISUALIZATION

- Defined an objective: Research Myanmar and determine if there is a change in trend since they have adopted democracy and opened trade
- Collected data from World Bank and cleaned data, used common indicators of developing countries: health, education, population, poverty, income, and GDP
- Modeled data using R and highcharts.js to create visualizations and statistical analysis, such as regression, to analyze data and support objective
- Created a presentation using reveal.js and hosted it on a website for formal presentation to share results with classmates
- Composed a formal executive summary to state objective, process, and conclusion of research topic

ECOMMERCE

- Formulated business model and target market for client
- Researched target market via surveys and provided samples to forecast initial demand
- Formulated marketing strategy from market research, and stimulated several advertising methods and model for client

EXPERIENCE

BROADCOM LIMITED | ASSOCIATE PROGRAM MANAGER May 2015 - Current | San Jose, CA

- Set up, tracked, and maintained a centralized inventory control for prototypes
- Created formal documentation for decrypting and security process of universal security hubs (USH) and applications for certification
- Generated, scheduled and prioritized JIRA tickets for lab technician and generated weekly priority lists to ensure that all deadlines are met and any issues or delays are handled promptly
- Presented weekly in key strategic conference calls with global engineering team
- Scheduled test dates and certification for prototype systems and ensured all requirements for the test were met, financial processes have cleared, and shipments are compliant to international shipping standards
- Fulfilled role as a QA engineer to perform sanity checks using Windows Software Development Kit (SDK) during a critical testing period

SAN JOSE STATE UNIVERSITY | NETWORKING & DESKTOP SUPPORT August 2013 - May 2015 | San Jose, CA

- Consolidated assets from 9 departments and programs and centralized inventory control for IT department
- Generated documentation for various specialty lab equipment
- Transitioned over 100 staff members from static IP to DHCP and diagnosed and solved network issues in labs
- Imaged and upgraded over 150 desktops and laptops for students, faculty, staff, administration, and clubs

STANFORD HEALTH CARE | FINANCIAL ANALYST INTERN May 2014 - Aug 2014 | Palo Alto, CA

- Closed projects from IT, Design & Construction, and movable equipment
- Generated SAP Crystal reports and Lawson (ERP) reports
- Performed reconciliations for Stanford University, Stanford Hospital and Clinics, and Lucile Packard Children Hospital's year end review