

U M A I M A A F Z A L

• Recent College Graduate & Aspiring Business/Data Analyst •

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ABOUT ME

A recent graduate of Business Information Systems with experience leading teams, documentation, development and delivery of new and innovative ideas. I have past experience in **C# programming, SQL, JavaScript, Database creation** using **SQL server** and **MS Access, Tableau** and **Rapid Miner**. I am a visionary and creative thinker with strong analytical and problem-solving skills. I am equipped with strong communication and leadership skills while also being adaptable to different situations.

EDUCATION

Jan' 2017 - Dec' 2020
Bachelors of Science -
Business Information Systems
Oregon State University
Corvallis, OR, USA

RELATED EXPERIENCE

2021 - Present Business Development Intern - Nutree Pakistan

- Streamlined the existing business process for accounting, sales, and information storage.
- Created an Access database to store client information that was previously stored on paper.
- Introduced the QuickBooks Accounting System which is a cloud-based system, as compared to BusyWin which was hosted locally and was outdated.
- Documented new and existing processes for consistency across departments.

2019- 2021 Analyst/Technician - Oregon State Univeristy Libraries and Press

- Utilized Oracle Analytics to create reports and assessments, highlighted findings and recommended changes.
- Assigned tasks to co-workers, lead projects and updated involved parties on optimal changes.
- Used data visualization tools such as MS Excel and Tableau.
- Worked across departments to help with entering backlog of purchase orders during COVID-19.
- Create datasets using SQL queries in Oracle Analytics Cloud.
- Utilized Drupal 7 interface to create web pages.
- Created documentation on organizations processes/procedures and updated them regularly.
- Analyzed web traffic data and visit patterns on newly created web pages.

PROJECTS

Jan 2020 City of Portland HR Bureau - Administrative Rules Process Improvement

- Implemented a centralized database system to store proposals using MS SQL Server.
- Carried out extensive research on existing software solutions.
- Created a custom built C# application using Visual Studio ASP.NET Core that would connect to the database and effectively store and track proposal entries.
- Create SQL script for entry, deletion, update, and creation of data.
- Documented and evaluated the effectiveness of these process improvements.

June 2020 Exlibris Alma Digital - Digital Course Reserves for Oregon State University Libraries

- Researched alternatives of physical course reserves during the Pandemic.
- Contacting the Ex Libris team to create controlled digital lending library that adheres with copyright laws.
- Tested the compatibility of the software and documented the processes for future training.
- Trained staff members on data entry procedures in the new system.
- Assessed the usefulness and effectiveness of the new system by taking surveys.
- Visualized the data received from feedback by students and instructors and presented to the University Librarian.

CERTIFICATIONS & HONORS

- ISACA - Cybersecurity Fundamental Exams - Certified June 2020
- Portland Society for Information Management Scholarship
- Oregon State University Honor Roll and Deans List