

Tang, Huiying

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Quality & Data Analyst + Administration

CAREER SUMMARY

- Strong computer and communication skills and able to interact with both customers and project employees
- Strong background in **data analyzing** and **Manual /automation testing tools**
- Exceptional experience working in **government organizations** and **Manufacturing administration environment**

TECHNICAL SKILLS

Windows 7 Server	Edifecs	SQL Developer	HTML	Quick Test Professional
Windows XP/2000	SpecBuilder 7.0	Toad	XML	(QTP)
MS Office Suite	UltraEdit	Load Runner	Facet	HP Quality Center
MSPS	Snagit 10 Editor	Selenium	Epic	Java
Transaction Management	Team track	SOUP UI	MSIS	

EMPLOYMENT EXPERIENCE

Quality Assurance Analyst

Feb 2013 – Current

HEWLETT PACKARD

Nashville, TN

Project introduction

HP Tennessee account is in contract with TennCare. The purpose on this project is to ensure TennCare Management Information System (TCMIS) as well as its interacting system TCMIS and RRI are effectively matured, enhanced and implemented over time. We serve the Bureau by implementing strategies to improve the usability and integration of TennCare systems, improve the accessibility of information and data.

The principal duties of this position are to develop and maintain business rules along with associated artifacts such as requirements and models. I worked as a Quality Assurance Analyst on TCMIS system, worked on change and bug tracking during the process of system upgrading, having finished all ICD-10 implementation, making TN the first to process ICD10 in United States. At the same time, I was multi-tasking for other subsystems as well.

Responsibilities

- Managed and administered test management tool (HP Quality Center/ALM) in QA processes to improve cycle times by 10%.
- Coordinated with both on-site and offshore BA, PM and testing team to fulfill the task.
- Identified the requirements for accommodating HIPAA 5010 standards for 837P, 837I, 837D transactions, captured these requirements and analyze new functions under different environments.
- Coordinated with data warehouse department and did validating and analyzing before testing.
- Analyzed current claiming system functions and risk under various updating scenarios.
- Authored Test Management Plan, Test Cases, Test Scenarios and Test Matrix.
- Qualified Data extraction, modification and input from data warehouse, increased releasing rate by 5% (from 55% to 60%).
- Tracked user's change of requirements and system coding defects and Performed back-end testing using SQL.
- Generated weekly, monthly, seasonal and yearly Claim Statistical Reports.
- Attended Daily Defect/Issue Discussion Meeting and provided support for System Testing and UAT
- Had organized and participated in meetings on Business requirement document, Technical document, Test plan and test cases reviews.
- Provided management with metrics, reports and schedules as necessary, mapping business processes and documenting business flows.
- Prepared UML activity, collaboration and sequence diagrams for detailed analysis of business objects using the Rational Unified Process (RUP).
- Publish functional requirements, Screen prototypes on portal for access by all project participants.
- Conducted internal Technology meetings with Data Modelers, Architects and Developers to formulate a design including Data Models and the ETL Process to source the data and to distribute data to downstream partners through XML interface.
- Formed advanced PL/SQL Queries and used Microsoft Excel to investigate data issues in the Data Warehouse and worked with the Users and Technology Team to formulate solutions to resolve issues.

Teaching Assistant for microeconomics, CTY (center for talented youth)

June 2011- July 2011

JOHNS HOPKINS UNIVERSITY

Baltimore, MD.

Project introduction

The Johns Hopkins University Center for Talented Youth identifies and develops the talents of the most advanced K-12 learners worldwide. CTY's broader mission is to be a national voice that supports and encourages academic talent and achievement; to help in locating and nurturing talent from all neighborhoods and nations; and to engage in, and communicate, meaningful research to advance the understanding of teaching the world's most capable young people.

Tang, Huiying (Olivia)

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- Managed a class of 16 (aged from 12 to 15), gave lectures and maintained self-study classes, motivated students academically.
- Coordinated with other CTY staff for improvements in both academic efficiency and students' safety.
- Authorized reports about each student's performance in class and progress in academic study.
- Communicated with parents in order to meet students' special needs (such as physical and psychological difficulty).
- Participated in education and psychology improvement meetings, talked to instructor and academic deans about teaching method adjustments.

Administrative Assistant

June 2008 – Feb 2010

LIMING LOW TEMPERATURE DRYING DEVICE CO.

Shenyang, Liaoning, China

Project introduction

Liming Low Temperature Drying Device Co. is a leading company for low-temp vacuum drying technique and device manufacturing. The company holds its own patent for low-temp vacuum drying technology. We serve a wide range of industry needs including biology, Medicine, Chinese Medicine, Dairy products, plantation, academic experiment and astrology. I worked as an Administrative Assistant and interacted with different departments of the company to improve management performance and efficiency.

- Performed a wide range and presentation of the annual budget consisting of personnel salaries, project costs, equipment, and operating expenses.
- Reviewed all documents received by the office including reports, correspondence, pleadings and court orders.
- Established new office systems and procedures affecting office records, data and management.
- Organized a small team of 3 with a large supported user base managing requests in a time-sensitive and customer-centric environment.
- Performed a wide range of **fiscal planning, tracking** and presentation of the **annual budget** consisting of personnel salaries, project costs, equipment, and operating expenses.
- Documented and provided administrative support to the main office staff.
- **Developed and prepared budget estimates** for current-year and out-year planning and adjusts as necessary.
- Participated in fiscal and financial reporting on monthly basis.
- Identified actual and/or potential funding issues, fiscal trends, significant program deficiencies and imbalances and adjusts accordingly.
- Performed a variety of administrative and office management activities including data entries into various databases.
- Scheduled and arranges appointments; compiles and prepares reports and office documents and performs special projects.
- Received and reviewed all documents received by the office including **reports, correspondence, pleadings and court orders**.
- **Established office systems and procedures** affecting office records, office data and office management. Coordinates and
- Prepared materials for speaking engagements, meetings and workshops. Performs library and Internet research.
- Participated in various **performance related surveys** or studies.
- **Provided guidance and instructional memoranda** for implementation of new administrative policies, procedures, regulations, etc. and interprets their application to the Office.
- **Provided oversight in the annual physical inventories** when conducted and ensures that accurate control records are maintained. Provides guidance and policies to conduct such activities and reporting.
- Incorporated the respective information into a property database and formulates a budget as appropriate to ensure future replacement and updates of equipment.

EDUCATION

Master's Degree— Economics

GPA: 3.78/4.00

State University of New York at Buffalo, Buffalo, NY, US

Bachelor's Degree— International Economics and Trade

GPA: 85/100

Dalian University of Foreign Languages, Liaoning, China

Language

English and Chinese Mandarin