

Yaoying Li

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EDUCATION

Bachelor of Science in Business: Management Information Systems, Accounting

May 2018

University of Minnesota, Twin Cities- Carlson School of Management; Maroon Global Excellence Scholarship

SKILLS & CERTIFICATIONS

Software: NetSuite: Oracle CX configure, Price and Quote (CPQ) Explorer, CPQ implementer in progress, General Ledger explorer. Microsoft Dynamics NAV, Salesforce: Salesforce Trailhead (yaoli4), SAP, CCH tax, OneSource tax

Project management and Methodologies: Agile Foundation, Business Analyst and Project Manager collaboration (LinkedIn Learning); Waterfall; ER Assistant; MS Visio, Access, MS Project

Data Analytics: Familiar with VBA, MySQL, R, Tableau, Python, advanced in Excel

WORK EXPERIENCE

System Analyst, Billing

Minneapolis, Minnesota

Archdiocese of St. Paul and Minneapolis

September 2020- Present

- Assist in implementing new billing system components in house to help resolve complex billing problems and improve accuracy of billing, including business analysis, UAT, integration with Microsoft GP, communication and onboarding.
- Extract, clean, prepare and analyze data from payroll systems (Paycor) and benefit administration systems (BenefitFocus) to produce monthly itemized invoices and adjustments in the billing system for around 175 participating employers in the Archdiocese of St. Paul and Minneapolis Medical Benefit Plan (AMBP).
- Develop VBA macro to automate data preparation process for HSA/FSA weekly invoices.
- Record Archdiocese Medical Benefit Plan bank transactions and record entries in Microsoft GP via SmartConnect.
- Monitor funding, invoice processing dashboard, manage user access, gather feedback for system enhancement.

System Analyst

Minneapolis, Minnesota

Brown-Precast

March 2019-August 2020

- Assisted in implementing Global Search ECM Accounts Payable solution to streamline managers' approving workflow, to improve efficiency and to become paperless by collaborating closely with users, executives, and business partners.
- Defined requirements, designed matrix, mapped existing processes and points of improvement in the current system.
- Developed testing plans to analyze the effectiveness of AP software to support software go live.
- Researched, initiated cost-benefit analysis on Microsoft Dynamic NAV system upgrades to support purchase decisions.
- Provided orientation and training sessions to support end-users from 17 locations for new and modified systems.

Senior Accountant

- Engaged in the month-end closing process to prepare financial reports and completed account reconciliations.
- Documented fixed assets for addition/disposal and recorded information in Sage, and tracked work in process.
- Maintained and improved inventory consolidation model to analyze inventory variances from 17 plants in G Suite.

Staff Accountant

Minneapolis, Minnesota

Global Traffic Technologies - A Fortive Operating Company

July 2018- March 2019

- Supported accounting function in Oracle NetSuite and improved working capital term to meet yearly goals.
- Prepared Journal entries in SharePoint approval workflow and completed over 40 Account Reconciliation via Blackline.
- Gained knowledge of Revenue Recognition by supporting the sales team and continuous improvement.

Reporting Analyst at home delivery

Minneapolis, Minnesota

Sleep Number Corporation

Jan 2018- June 2018

- Designed and developed metrics, reports via Excel and created databases via SQL from primary data sources to identify the difference between budget and actual spending on hiring temporary workers and truck rental expenses.
- Created data visualization via Tableau to present, interpret trends on spending based on time and geographic.
- Presented findings to the manager and home delivery team lead and gathered feedback.

ACADEMIC PROJECTS

Twin Cities Marathon Case Competition, 2018

Minneapolis, Minnesota

- Created various story-telling graphs, data visualizations via R and Tableau to show trends in the dashboard and gave marketing recommendations based on customer behavior to improve future marathon events' ticket sales.

Boston Scientific Case Competition, 2017

Minneapolis, Minnesota

- Analyzed Global IT division's As-Is system and found value-added solutions to improve activity tracking system for the sales team by gathering requirements using methods such as Join Application development, Observation and Questionnaires with a team of five.