

Dan Shen

Business Analyst

(419)-450-8256 | alice.shen90@gmail.com | <https://www.linkedin.com/in/dan-shen-522ba8102/> | Austin, TX

SUMMARY

Recent graduate from Southern New Hampshire University (GPA: 4.0/4.0) in Information Technology. Results-driven Business Analyst with advanced skill in analysis, programming, and project management. No Need Sponsorship for H1B or Green Card.

CORE COMPETENCIES

System Analysis | Relational Database | Technical Communication | Project Management | Business Analytics | Data Visualizations | Functional Requirement Document | IT Security | Business Analysis | Agile & Waterfall Methodology | Software Development Life Cycle | Business Requirement Document | SQL Reporting | UAT | UML Diagrams | Risk Analysis | Flowcharts Design | | FED & BRD

EDUCATION

Master of Science in Information Technology
Southern New Hampshire University, New Hampshire

Dec 2018- Mar 2021
GPA- 4.0/4.0

Master of Music in Music Education
University of Toledo, Ohio

Aug-2014-Aug 2016
GPA -3.7/4.0

Related Coursework

Operating System | Technical Communication | Advanced Information Technology | | Core Technologies | Information Technology Project Management | Database Management Systems | Innovation in IT | Object-Oriented App Development (Java) |

TECHNICAL SKILLS

Languages: Java, Python, SQL, HTML, CSS, JavaScript
Reporting Tools: MS Project, MS Excel, MS Access, MS SharePoint, PowerPoint
Methodologies: SDLC, Agile/Scrum, Waterfall
Analysis: Cost/benefit analysis, GAP analysis, Risk Analysis, UML
Tracking / Other Tools: Test Director, MS Visio, HP Quality Center, UAT, Tableau

CERTIFICATIONS & ASSESSMENTS

Certificate of Completion: Business Analytics | Python Course | Front End Web Developer Nanodegree | Java Course

Indeed Assessments: Highly Proficient on Business Analyst | Project Management | Analyzing Data | Management & Leadership | Cognitive ability | Problem Solving | Project Timeline Management | Workstyle: Reliability | Workstyle: Conscientiousness etc. |

WORK EXPERIENCE

Dptech, Beijing, CN

Apr 2020- Dec 2020

Business Analyst Intern

- Work in an Agile-Scrum environment where documentation, attention to detail, and team collaboration is required.
- Responsible for preparing Business Requirement Document (BRD), Functional Requirement Document (FRD) and then translating into functional specifications and test plans.
- Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in Tableau.
- Utilized SharePoint to manage team website for document collaboration, authorizations, and deliverables management.
- Worked on MS Project to track project milestone and other deliverables as well as resources roles and responsibilities and organize other project details.
- Executed SQL Queries to provide the testers with sample test data.
- Consulting with stakeholders and management to define business goals and objectives.
- Used SharePoint and Project Server security configuration and maintenance.
- Created Use Cases using UML, conducted User Acceptance Testing (UAT) and managed the entire functional requirements life cycle using MS Visio.
- Environment: Agile-Scrum, BRD, FRD, SharePoint, MS Project, HP Quality Center, Excel, Tableau, MS Visio, UAT.

Kidz lodge, Clifton Park, NY

May 2019- Mar 2020

Early Childhood Coordinator

- Provide administrative assistance to the director including maintaining and tracking records.
- Communicate with children's' parents about issues, developmental roadblocks, and activities.

Childtime Learning Center, Clifton Park, NY

Aug 2016- May 2019

Lead Teacher

- Work with from birth to 12 years old children, parents, administrators, improve students' experience and meet teaching objectives.
- Teaching toddler class and mentoring new and inexperienced teachers and assistant teachers.

PROJECTS

WS ISD network security architecture plan

Aug 2020- Nov 2020

- Analyzed the current network including the hardware, software, and the applications based on the user requirements designed a new network architecture.
- Created Use Cases using UML and managed the entire functional requirements life cycle using MS Visio.
- Solved the current performance and safety problems.
- Worked in an Agile-Scrum environment where documentation, attention to detail, and team collaboration is required. Significant project management experience and high attention to detail.
- Responsible for preparing Business Requirement Document (BRD), Functional Requirement Document (FRD) and then translating into functional specifications and test plans.

Database management system (DBMS)solution

Oct 2018 – Dec 2019

- Constructed and refined conceptual and logical models that include the necessary entities, relationships, attributes, and business rules.
- Evaluated and recommended database products that address requirements for a research hospital.
- Worked on MS Project to track project milestone and other deliverables as well as resources roles and responsibilities and organize other project details.
- Executed SQL Queries to provide the testers with sample test data.
- Created physical designs including application, hardware, network, operating system, and data communications requirements.
- Determine best practices for ensuring ethical and legal compliance for data usage and storage based on established industry-wide information technology standards and regulations.

Recipe collection manager program (Java)

Oct 2018 – Dec 2019

- The program used fundamental data types and more complex data structures.
- Collaborated the creation of methods that utilize typical algorithmic control structures, object instantiation, and class definition.
- Developed and implemented by utilizing accepted software engineering principles like modularity, encapsulation, and reusability.
- Added inline comments directed toward software engineers about design decisions to facilitate the program's ongoing maintenance, along with generating application programming interface (API) documentation.

Technical evaluation of an operating system

Aug 2019- Oct 2019

- Generated analyses and assessments of the hardware-software interface.
- Applied to implement processes and threads and a detailed technical review was made.
- The file systems are supported by the operating system, the I/O subsystem, and the operating system security features.

Technical communication: integrate effective collaboration and communication

May 2019- Aug 2019

- Designed strategies for technical enterprise solutions and communications plans.
- Established conceptual frameworks for planning and specific guidelines for communicating technical information to multiple stakeholders.
- Evaluated existing technical communications to which they effectively communicate information to various target audiences.

Existing Information Technology System Proposal

Mar 2019- May 2019

- Accessed the relationship of system analysis, design, implementation, and development processes as they relate to the management of information technology systems.
- Applied the processes and activities of system development, and how that can be delivered to diverse audiences.
- Applied to structure and object-oriented analysis modeling techniques and a visual representation of the SDLC.
- Used SharePoint and Project Server security configuration and maintenance.

Front-End-Nanodegree-Arcade-Game

May 2016- Aug 2016

- Developed for the Frontend Nanodegree program by using HTML5 and JS.
- Open the index.html to run the game.
- Players move the boy character by using the: Up arrow - Move up Down arrow - Move down Left arrow - Move left Right arrow - Move right.

Udacity-Query a Digital Music Store Database

May 2016- Aug 2016

- Queried a digital music store database that holds information.
- Applied the database to help the store gain an understanding of the types of music.
- Illustrated how the company might optimize their business practices.

Udacity-Build Data Dashboards

June 2016- July 2016

- Built interactive dashboards with Tableau and use them to discover and communicate insights from data.
- Used a dataset of flight delays in the US to visualize the quality of airlines and airports.
- Described how to find the best times to fly, and more.