



## PROFESSIONAL PROFILE

Recent SJSU Business Graduate with a concentration in MIS. Seeking jobs related to project management, business analysis, product insights, change management, and organizational development. Strengths include being highly organized and focused with strong attention to detail in a rapidly changing environment. Effective verbal and written communicator with technical experience in NetSuite. Interested in digital transformation in the workplace, corporate sustainability, and diversity and inclusion programs.

## EDUCATION

**San Jose State University | B.S., Business Administration**  
**Concentration: Management Information Systems**

**December 2019**

Cumulative GPA: 3.7, Dean's Scholar

## RELATED COURSEWORK

- SJSU Germany FLP: Applied strategic management concepts and principles to conduct a competitive analysis on Germany luxury automotive organizations
- Business Strategy and Information Systems: Implemented IT/IS solutions to effectively to generate profitable revenue growth by considering process, technology, and people variables
- Big Data: Formulated business questions, queried and wrangled an unstructured dataset using SQL and PySpark, used Tableau to visualize insights
- Management and Organizational Behavior: Knowledge of theories and practices relating to managerial roles, organizational cultures, fundamental strategic issues, teams, decision-making, and organizational change

## EXPERIENCE

**Business Systems Analyst, Samirian Chemicals | Campbell, CA**

**October 2019 - Present**

- Implemented blanket purchase orders by determining quantity through calculated inventory demand and inventory forecasting using data from previous transactions (NetSuite)
- Developed workflows to automate business processes such as approving transactions, populating a field on forms or records, sending emails, and showing alert messages based on condition(s) (NetSuite)
- Built saved searches and reports module to support the sales and purchasing team (NetSuite)
- Designed and customized to meet business needs by creating custom fields, lists, record types, dashboards, and centers (NetSuite)
- Created Advanced PDF templates using HTML (NetSuite)

**Assistant Pool Manager, Milpitas Sports Center | Milpitas, CA**

**March 2019 - Present**

- Managed aquatics operations by supervising, scheduling, and evaluating 3 swim programs and 70 personnel
- Trained and certified Milpitas recreation personnel in Lifeguarding and/or Community CPR/AED/First Aid administered through Red Cross
- Planned, organized, and directed a wide variety of programs and activities to meet the recreational, educational, physical and social needs of the community
- Solved member problems and concerns, and integrated those changes to the current swim lesson program
- Analyzed enrollment data to strategize class scheduling for upcoming fall, spring, and summer lessons
- Developed the City of Milpitas Junior Lifeguard Program Manual

## SKILLS

Programming Languages: HTML, SQL, PySpark

Data Visualization: Tableau

Frameworks: NetSuite

Applications: MS Office Suite, G Suite

## LINKEDIN LEARNING COURSES

- Digital Transformation
- Learning Digital Business Analysis
- Introducing AI to Your Organization