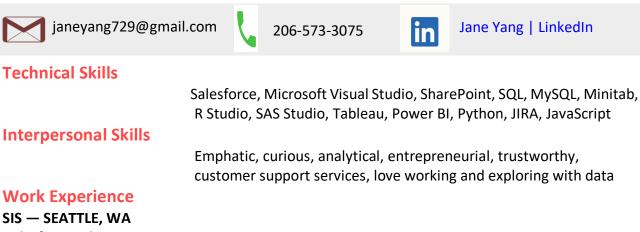
## Jane Yang | Data Analysis & Business Analysis



# Salesforce Administrator

- Built custom reports, dashboards, and troubleshooted production issues
- Managed Salesforce security, users' roles, profiles, sharing rules, workflows, and groups
- Created custom objects & fields, workflows at lightning flows & updated through Data Loader
- Maintained record types, fields, formulas, page layouts, validation rules, and installed packages

#### ADVARRA — SEATTLE, WA

#### **Business Analysis & Data Analysis**

- Created and maintained project deadlines
- Built reports by using Excel, PivotTables, and SQL Server
- Performed project management with peers and colleagues
- Designed, maintained, interactive dashboards for operational decision-making in Tableau
- Cleaned, extracted, interpreted, and analyzed data into meaningful and actionable information

#### Symetra Financial- BELLEVUE, WA

## Business Analysis & Software Test Engineer Intern

- Updated databases with SQL Server, Excel, and Access
- Documented, organized, and communicated thoughts and ideas effectively to team
- Created visual dashboards in Excel, Tableau, and Power BI to forecast future business
- Collected, cleansed, and analyzed structured and unstructured data for internal stakeholders
- Saved 25% of storage and increased performance of databases by building new data structures

#### Bellevue College — Bellevue, WA

#### Mentor Student Center & Global Leader OIE Office

- Organized opportunities for students to network by hosting activities
- Answered inquiries about programs and services via email, phone, and in-person
- Performed data entry for students and faculty in Excel, SharePoint, and Office 365
- Assisted students in utilizing campus resources and tailoring to their requirements

## **EDUCATION**

#### **Bellevue College, Bellevue WA**

Data Analysis B.A., Applied Science 3.82GPA Data Analysis A.A., Applied Science 3.97GPA Sep 2017 – Dec 2019 Jan 2016 – Aug 2017

Aug 2017 – Dec 2019

# Jun 2019 – Sep 2019

Aug 2020 – Dec 2020

Mar 2020 – May 2020

Jane Yang | LinkedIn