

# Dan Shen

## Business Analyst

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### 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.