

America Armenta Oropeza

(408) 439-2452 | americaarmenta27@gmail.com | linkedin.com/in/americaarmentaoropeza

SKILLS

Technical: Jira, Confluence, Axure RP, Zephyr, Smartsheet, Microsoft Project, Google Sheets, Microsoft Excel, Power BI (Intermediate Proficiency), Python (Intermediate Proficiency)

Methodologies: Scrum and Agile

Languages: Spanish - Professional working proficiency

EDUCATION

San Jose State University

San Jose, CA

*Bachelor of Science in Business Administration,
Management Information Systems*

January 2025 - December 2026

Modesto Junior College

Modesto, CA

Associate of Science in Business Administration

January 2024 - December 2024

- Computer Information Systems: Utilized Power Automate to create a flow that linked Microsoft Survey responses to a streaming dataset using a Power BI dashboard
- Introduction to Programming: Created a user-friendly product ordering sheet utilizing a python library (Tkinter) which stored input data on an Excel file

WORK EXPERIENCE

Stanford University IT

Redwood City, CA

Business Analyst

August 2022 – Present

- Act as a liaison between business users and technical teams, gathering feedback to enhance system usability and resolve pain points
- Conduct analysis of current system functionality, identifying areas for improvement that align with user needs and optimize overall performance
- Develop solutions by crafting detailed user stories and acceptance criteria, incorporating intuitive Axure RP prototypes to visualize requirements and ensure smooth implementation of enhancements
- Perform quality assurance testing, including functional and regression, verifying system reliability and performance
- Analyze testing results and defects to identify root causes, improve system functionality and minimize recurring issues
- Present developed functionality to stakeholders, securing approvals and ensuring alignment with business objectives

Graduate School of Business, Stanford University

Stanford, CA

Project Coordinator Intern

January 2022 – July 2022

- Managed 20+ InfoSec tickets concurrently in Jira, streamlining reporting and timely resolutions of security consults, software vulnerabilities, vendor reviews, and security events
- Oversaw project timelines and milestones, ensuring the on-time, high-quality development of an interactive career management tool for students and alumni
- Coordinated user acceptance testing for a high-priority IT migration project, validating 250+ test cases to ensure compliance with business requirements
- Provided regular project updates on five+ major initiatives to key stakeholders, fostering transparency and alignment with business goals