

## **Katie T. Lai**

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### **OBJECTIVE**

Seeking a job position as a database administrator to develop and recover data across an organization. Help users access data quickly and with security measures.

### **EDUCATION**

#### **Business Administration with a concentration in Management Information Systems**

Undergraduate degree at San Jose State University, San Jose, CA, Dean's scholar for designated semester of GPA above 3.65

Graduation date May 2024

**Relative coursework:** Fundamentals of MIS, System Analysis and Design

### **PROJECT EXPERIENCE**

#### **System Analysis and Design at San Jose State University**

- Collaborate with teams on a project idea for a new solution using coding skills, data analysis, process requirements, reports and forms
- Assigned different roles and responsibilities: Project Lead Analyst, Business Lead Analyst, Backend Lead Analyst (System Engineer), Frontend Lead Analyst (UX and UI), Implementation Lead Analyst

#### **Engineering Academy at Milpitas High School**

- Researched and developed technologies that will benefit society using printed flexible technologies
- Collaborated with NextFlex on project management
- Promoted our technology by presenting to peers and NextFlex staff members

### **EXPERIENCE**

#### **Waitress, part-time at the House of Genji**

- Effective communication and presentation with customers and staff members
- Efficiently manage orders and drinks

### **SKILLS**

**Languages:** Fluent in English

**Computer:** adept in Excel, Google Apps (Docs, Slides, Sheets, Classroom, Meet), Adobe Express, Microsoft Word, Prezi, Microsoft PowerPoint, Zoom, Social Media (Instagram, Snapchat), Canvas, Python, AutoCAD, SketchUp, Tinkercad

### **ACTIVITIES**

Member of Our Lady of Peace leadership program for two years, Santa Clara, CA

E-Tech Engineering Academy at Milpitas High School, Milpitas, CA

Management Information Systems Association at San Jose State University

Community service at Santa Clara County Library District, Santa Clara county, CA