

Kateleen Vang

San Jose, CA | 209-279-7464 | vangkateleen@gmail.com | www.linkedin.com/in/kateleenvang

Education

San Jose State University

San Jose, CA

Bachelor of Science in Business Administration

Graduation: May 2026

Concentration: Management Information Systems

Relevant courses: Fundamentals of MIS, Fundamentals of Business Analytic, Systems Analysis and Design, Networking and Data Communications, Business Programming (Python), Business Statistics, Microeconomics, Macroeconomics, Computer Tools for Business, Business Writing, Managerial Accounting, Financial Accounting

Skills

- Technical: Microsoft Office, Google Suite, Python, DocuSign, Adobe Express, Canva, SQL, R
- Analytical: Data Analysis, Budget Tracking, Financial Analysis
- Project Management: SCRUM Methodologies, Project Lifecycle Management, Gantt Charts, Work Breakdown Structures

Work Experience

SJSU University Police Department

San Jose, CA

Student Assistant

May 2023-Present

- Compose and maintain spreadsheets, applications: Google Sheets and Excel, to centralize data and streamline access, creating an average of 5 new spreadsheets weekly, each tailored to support different needs for 6 sub-departments and enhances overall efficiency
- Manage \$30,000+ in work-study award allocations by monitoring individual student budgets, preventing overspending in budget and ensuring financial compliance
- Perform administrative tasks including initiating hiring paperwork for an average of 5 new student hires monthly, entering time and absences for 60 employees monthly, and organizing files, improving day-to-day operations

SJSU College Health and Human Sciences, School of Social Work

San Jose, CA

Student Assistant

August 2022-August 2024

- Produced promotional flyers, applications: Canva and Adobe Express, following guidelines, averaging a 20% increase in student engagement
- Managed program inquiries by responding to an average of 20 phone calls and emails weekly, ensuring prompt and accurate communication
- Provided comprehensive administrative support to staff and faculty, handling an average of 5 different tasks per shift; through these responsibilities, I learned how to use different platforms and developed a keen attention to detail, enhancing efficiency

Projects

Online Grocery Store Application, Python Group Project Final

San Jose, CA

- Collaborated with 3 peers and developed a python-based store application using pandas package
 - Customized an online store with interactive buttons per 4 sub-categories and features including a shopping cart functionality, the end result calculating total + tax
- Delegated key tasks based on individual expertise levels ensuring efficient and fair task distribution and project execution

Red Rock Coffee, Information Systems Integration

San Jose, CA

- Led a semester-long 5-member group project addressing and proposing an information systems-based solution to an existing business problem
 - Clients (Red Rock Coffee) had issues with losing a significant amount of money per month and lacked business competitiveness against other coffee shops, including big coffee chains
- Facilitated communication and collaboration with team members based on multiple deliverables throughout semester
 - Relevant topics include: Project Management Life Cycle (PLC), Feasibility Analysis, Scoring Model, Gantt chart + Work Breakdown Structure, Data Flow Diagram
- Led final presentation, which was structured as a mock business proposal to shareholders
 - Solution included implementation of an app highlighting customer incentives and tangible/intangible benefits for business, addressing client's desire to keep strong customer relationships while improving competitiveness

Certificates

Google Data Analytics Professional Certificate

June-July 2024

Coursera

Topics/Skills: Data Visualization, Data Cleaning, SQL, Programming (R), Spreadsheets