Madison Leong

San Jose, CA

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EDUCATION

San Jose State University   **San Jose, CA**
Bachelor of Science in Business Administration MIS   *3.97 GPA, Class of 2025*
- **Extracurriculars:** Beta Gamma Sigma Honors Society (Top 10%), Phi Kappa Phi Honors Society (Top 7.5%)
- **Relevant Courses:** Business Programming (Python), Business Analysis, Database Management Systems

WORK EXPERIENCE

Precisely   **San Jose, CA (Remote)**
Project Management Intern   *Jun 2024 - Aug 2024*
- Managed around 30-40 project deliverables by streamlining documentation, collateral, and archived files
- Took the lead on 5 critical deliverables for a large-scale, company-wide Salesforce data governance project, ensuring deadlines were met despite limited resources

Bay Dance Collective   **Saratoga, CA**
Assistant Director   *March 2024 - Present*
- Lead initiatives including class and season scheduling, website updates, and marketing collateral development
- Develop comprehensive materials outlining team expectations and program offerings to ensure clarity

Jabil   **Fremont, CA**
Project Management Intern   *Jul 2022 - Oct 2022*
- Implemented Agile methodologies to manage 7-10 simultaneous projects, increasing project completion by 50%
- Collaborated cross-functionally with teams and leadership to ensure alignment at all stages of the project lifecycle
- Utilized Smartsheet Gantt charts and dashboards to aggregate project task statuses, improving project visibility

Jun Lu Performing Arts   **Saratoga, CA**
Dance Instructor & Choreographer   *Oct 2019 - Jul 2024*
- Increased Hip-Hop program enrollment by 100% through lesson planning targeting specific learning outcomes

PROJECTS

HOSHIN
Project Manager   *Jabil*
- Led development of project management software; used Smartsheet for task delegation and sprint planning
- Presented key features of mockups and demos to stakeholders, ensuring alignment and gathering feedback

Account Master
Project Manager   *Precisely*
- Supported a company-wide Salesforce data governance initiative to standardize account management and improve data accuracy, impacting sales processes and revenue across departments
- Managed project documentation using the Waterfall methodology, creating charters, KDDs, requirements matrix (RTM), and toolkits to establish governance processes and streamline data management

LEADERSHIP

ECLIPSE Dance Team   **Sunnyvale, CA**
Choreography Director   *Member Since June 2018, Director From Aug 2022 - May 2023*
- Coordinated logistics for dance projects and managed team tasks and practice schedules
- Fostered a collaborative environment among dancers from diverse backgrounds

ADDITIONAL INFORMATION
- **Tools**: Agile, Smartsheet, Excel, PowerPoint, Word, Canva, Jira, Asana, Google Workspace, Slack, Teams
- **Development**: SQL, NoSQL, Python, Pandas, AWS
- **Skills:** Time management, communication, problem-solving, teaching, leadership, teamwork, organization