

Sheila Tran

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Motivated and detail-oriented senior with foundational knowledge of data analysis and information technology concepts. Strong research and communication skills, with a desire to gain experience through complex projects.

Skills and Competencies

Data Analysis | Networking concepts | Statistical concepts | System analysis and design | Project management | Auditing | Communication | Critical thinking | Problem solving | Interpersonal skill | Quick learner | PC Hardware and Software | Windows OS

Softwares and Programs

Proficient: Microsoft 365/Office (Word, Outlook, Teams, PowerPoint), Google Docs, Google Drive, Adobe Acrobat, CCH ProSystem fx® Engagement

Intermediate: Microsoft Excel, Google Sheets, Adobe Creative Suite (Photoshop, Illustrator, Premiere)

Novice: Lucidchart, Tableau, Microsoft Power BI

Languages and Frameworks

Intermediate: HTML, CSS, SOC 1 and SOC 2 frameworks

Novice: Python

Work Experience

Frank, Rimerman +Co., LLP, San Jose, CA

06/2022 – 08/2022

IT Auditor Intern

- Participated in performing internal control audits through IT compliance and advisory projects
- Analyzed and assessed effectiveness of controls through comprehensive understanding of the SOC framework and criteria
- Collaborated with engagement team to develop and communicate recommendations for process improvements to clients
- Updated workpapers to prepare for upcoming audit periods from both new and existing clients

The Halal Guys, San Jose, CA

11/2018 - 12/2021

Shift Lead

- Maintained high standards of customer service during high-volume, fast-paced operations
- Assisted management with inventory control and stock ordering

American Greetings, San Jose, CA

01/2021 - 6/2021

Merchandiser

- Coordinated with management to support vendor operations and deliveries at 12 different retail locations
- Assisted merchandising operations by managing product display systems to optimize customer interest

Education

San Jose State University, San Jose, CA

08/2019 - 05/2023

Pursuing a Bachelor's in Business Administration, Management Information Systems

GPA: 3.780

Coursework

- Fundamentals of Operations Management
 - Used data visualization and analysis tools such as Excel to create sales projections and forecasting for FedEx
- Systems Analysis and Design
 - Designed several diagrams for deliverables that analyzed information systems with UML and prototyping tools
 - DFD, ERD, Cloud Architecture
- Financial Accounting and Managerial Accounting
 - Used accounting theory to analyze and interpret financial statements, GAAP
 - Used accounting data to see how managers make decisions and direct business operations
- Networking and Data Communications
 - Explored significance of cybersecurity and different methods of encryption
 - Gained understanding of various client-server architectures, IoT devices, TCP/IP, OSI, WLAN