

Skyler Chan

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OBJECTIVE

Aspiring Business Analyst seeking a position to leverage skills in data analysis, process improvement, and business strategy to drive informed decision-making and optimize operations.

EDUCATION

B.S., Business Administration, Concentration in Business Analytics August 2024 - Present
San Jose State University, San Jose, CA GPA: 3.4

Relevant Coursework: Introduction to Marketing, Fundamentals of Management Information Systems

B.S., Business Administration, Concentration in Business Analytics August 2022 - May 2023
CSU East Bay, Hayward, CA GPA: 3.22

Relevant Coursework: Financial and Managerial Accounting, Business Statistics, Programming Concept and Methodology

EXPERIENCE

Administrator, Mama Chos BBQ, Castro Valley, CA March 2022 - May 2024

- Implemented and managed a comprehensive filing system for contracts and invoices while efficiently overseeing invoice data in QuickBooks.
- Developed and streamlined administrative systems, ensuring accurate updates to employee databases and processing payroll in compliance with company guidelines.
- Created and maintained dynamic spreadsheets to monitor project progress, track budgets, and optimize financial reporting.

Volunteer, Three Crosses Church Pantry, Castro Valley, CA July 2017 - November 2021

- Coordinated weekly meal services at Three Crosses Church, providing food for over 100 individuals in need.
- Led food preparation efforts and ensured cleanliness of the kitchen by managing dishwashing and sanitation.
- Designed and built a community garden to supply the kitchen with fresh produce and create a space for those in need to enjoy.
- Assembled and distributed emergency supply baskets to support individuals facing immediate food insecurity.

ACTIVITIES

Member, Marketing Association at SJSU August 2024 - Present

AWARDS

Eagle Scout September 2021
Senior Master Sgt November 2022

SKILLS

Computer: Google Doc, Slides, Sheets, MS Word, PowerPoint, Excel, C++, Python, Javascript

Languages: English, Chinese (Cantonese)