Steven Bui

Software and Operations Analyst

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🧠 Skills

Airtable   Javascript   Data Auditing   RingCentral   HTML/CSS   Acuity

Ubuntu   Python   Workflow Optimization   AWS   CLI   Git   Excel

💼 Professional Experience

Associate Analyst   08/2021 - 08/2022
Apple (via Zen3 Infosolutions)   Los Angeles, CA
- Oversaw collection of data for FaceID mask and glasses recognition project
- Reduced eye data intake time by 25% by eliminating excess redundancies
- Communicate with developers to optimize project applications and cross-team workflows
- Perform data audits to ensure compliance with company standards
- Create and integrate Airtable automation with Acuity, RingCentral, and Zendesk
- Implemented automation to update records when certain conditions were met, reducing manual data entry and ensuring accuracy.
- Incorporated Fedex API with Airtable to track and inventory all project supplies
- Imported hundreds of legacy Excel sheets to Airtable bases
- Automated the generation and delivery of weekly reports to management, saving time and ensuring data-driven decision-making.
- Regularly organize meetings with management and developers to discuss project changes
- Train multiple overseas teams on updated IT protocols and proper use of internal software
- Create digestible technical documentation to onboard members
- Configure and maintain onsite IT while providing technical support for several ongoing projects throughout the world
- Work with management to streamline operations and improve data throughput

🎓 Education

Economics   08/2016 - 12/2020 | San Diego, CA
San Diego State University