

Connie Chew

CONTACT

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SF Bay Area, CA

EDUCATION

University of California, Davis

Managerial Economics, B.S.
Communication, B.A.

TOOLS

Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Apptio
Apttus
Medallia
Microsoft PowerPoint
Microsoft Excel
Microsoft Visio
Microsoft Planner
Stata
SQL

SKILLS

Project management
Public speaking
Collaboration
Time management
Communication
Detail oriented
Self-starter
Analytical thinker

WORK EXPERIENCE

Equinix – *Senior Associate Business Analyst* Sept. 2019 - Present

- Spearheading rollout of new global IT survey platform, Medallia, resulting in nearly 100% increase in feedback response rate
- Training over 100 IT managers and IT executives in change management and tool functionality
- Using Apptio for IT cost forecasting by mapping labor resources, projects, and applications
- Improving process for onboarding, updating, and retiring applications in the CMDB
- Defining future process for IT resource management by identifying users, gathering reporting requirements, and developing user adoption strategy
- Creating weekly and monthly survey data reports to identify areas of improvement in IT

Equinix – *IT Strategic Planning & Operations Intern* June 2019 - Sept. 2019

- Implemented end to end contracts pipeline in IT, procurement, finance, and legal departments via the creation of roadmaps, analyzing contracts data, and hosting workshops for IT managers
- Identified and tracked action items and created weekly reports for the implementation of Apptio for IT financial management
- Communicated with 50+ IT managers to gather and analyze worker data for IT workforce strategy

Toshiba Memory America – *Product Marketing Intern* June 2018 - Aug. 2018

- Utilized monday.com to manage logistics for 5 trade shows for 40+ person team including outlining schedules, assigning booth management tasks, and communicating with event hosts
- Researched, compiled, and analyzed data regarding current and potential customers, partners, and competitors to support sales team in B2B operations
- Wireframed new microsite with updated graphics and improved messaging and positioning
- Designed templates for marketing collateral including data sheets and solution sheets
- Created roadmaps, diagrams, infographics, and PowerPoint presentations to illustrate Flashmatrix

Spafford & Lincoln – *Project Management Intern* Jan. 2018 - April 2018

- Worked with 3 portfolio companies and campaigns including Nishi Gateway Student Housing Project, Gateway Realty Partners, and Flip the 14 SuperPAC
- Drafted 2 city-wide outreach strategy proposals over 3 months for Nishi Gateway Housing Project
- Designed infographics weekly for Flip the 14 SuperPAC website and social media platforms

Course Hero – *Business Development Community Lead* Jan. 2017 - April 2017

- Managed and trained 3 Business Development Interns in various sales tactics including sales pitching, tabling, and event management through weekly one-on-one meetings
- Held weekly presentations teaching students about the importance and impact of education technology which lead to the recruitment of over 150 new users

LEADERSHIP EXPERIENCE

Davis Women in Business – *President* May. 2018 - May 2019

- Oversaw and supported a team of 10 directors and over 50 board associates within an organization of over 250 associates
- Piloted new procedures and events including an associate credit system, interest groups, monthly all-boards meetings, associate resource hub, and youth outreach program
- Devised new meeting scheduling and content that increased meeting attendance by 100% compared to previous quarters
- Lead weekly director meetings, monthly all-boards meetings, and quarterly one-on-one meetings
- Created meeting agendas and professional development workshops for weekly general meetings

OWN IT Summit – *Program Coordinator* Jan. 2018 - April 2019

- Utilized business connections to gather over \$10,000 in sponsorships from organization partnerships and over 20 product sponsorships from local businesses
- Worked with a team of 6 associated to conduct outreach via email and LinkedIn to find over 50 speakers for 2 main-stage panels and 10 breakout sessions
- Coordinated scheduling, booking venue, catering, and swag bags for 300+ attendee conference
- Led marketing efforts including social media campaign which reached over 20,000 viewers