

Linh Le

Business Analyst | EDI & Systems Integration | Requirements & Process Mapping

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PROFESSIONAL SUMMARY

Business analyst with hands-on EDI integration experience: gathering client requirements, writing technical specifications, and configuring and testing EDI transactions through rollout. Experienced mapping current-state processes, defining improvements, and producing clear reports and presentations, with SQL and Python for system analysis.

CORE STRENGTHS

Requirements Gathering & Documentation, Stakeholder Interviews & Workshops, EDI Transactions & Integration, Functional & Technical Specifications, Current vs. Future State Analysis, Process Mapping & Improvement, Reports & Presentations, Project Lifecycle & Agile, SQL, Python, Excel, Tableau, ERP Systems

PROFESSIONAL EXPERIENCE

Executive Assistant / Project Coordinator — ChenMega Machinery LLC, Houston, TX *03/2026 – 09/2026*

- Turned ERP production and inventory data into executive-ready reports supporting sourcing, staffing, and scheduling decisions.
- Served as primary point of contact for vendors, clients, and leadership across a multilingual team.
- Analyzed the current-state labeling and reporting process, defined the future-state workflow, and built a rules-based system that eliminated duplicate records.
- Identified recurring bottlenecks in procurement and documentation workflows and implemented process improvements.

Associate Systems Analyst — Expeditors, Seattle, WA *02/2025 – 07/2025*

- Led requirements discussions with clients and internal stakeholders and documented them as functional and technical EDI integration specifications.
- Configured and tested EDI transactions against requirements, using SQL to investigate data discrepancies.
- Managed multiple concurrent client EDI implementations through rollout across business and engineering teams.

Quality Assurance Engineer Intern — InnovAsian Cuisine Enterprises, Seattle, WA *07/2024 – 12/2024*

- Analyzed production data to identify defect trends and outliers, reducing defect rates by 15%.
- Redesigned the Standard Operating Procedures documentation system, making process documentation easier to find and follow.

Project Manager, Capstone Client Project — SDI Engineering / Seattle University, Seattle, WA *09/2023 – 06/2024*

- Led a cross-functional team on a client engagement for an engineering firm, running working sessions and Agile sprints.
- Produced client status reports and KPI dashboards; moved an out-of-scope request into a documented backlog.
- Delivered the project on budget with 100% milestone adherence.

Data Science Research Assistant — Seattle University, Seattle, WA *06/2022 – 09/2022*

- Built a K-means clustering algorithm to address data imbalance in an asthma risk prediction model, improving predictive accuracy by 25% (published, IEEE ICCDA 2023).
- Presented technical findings to non-technical audiences across five workshops, achieving 90% positive feedback on clarity.

PROJECT HIGHLIGHTS

Fixing Production Traceability at ChenMega — [Case study](#)

- Mapped a manual labeling process causing duplicate records and report errors, documented the business rules, and replaced it with an automated future-state workflow.

Texas ER Wait Times: Analysis & Recommendations Report — [Report](#)

- Produced a structured written report from federal data on 401 hospitals, with findings and recommendations tailored to patients, hospital operations teams, and ranking audiences.

EDUCATION

M.S. in Business Analytics — Seattle University (Expected 2027)

B.S. in Computer Science (Mathematics Specialization), Minor in Data Science — Seattle University