

Phaedra Xie

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Education

Boston University B.S in Business Administration, Concentration in Finance & Business Analytics Minors: Psychology Relevant coursework: Financial Accounting, micro/macroeconomics, Data & Business Analytics, Corporate Finance, Leading People and Teams, Marketing	Boston, MA May 2028
Western Kentucky University GPA: 3.9/4.0, Dean's List	Bowling Green, KY May 2025

Experience

Data Specialist Intern Ascent Funding	Remote July 2026 – August 2026
- Collaborated with a 5-person cross-functional team to research and compile targeted datasets of high school counselors supporting Ascent Funding's early awareness campaign - Cleaned, standardized, and organized counselor and school-level data for CRM readiness and campaign execution - Sourced more than 1,400 new high-quality leads, primarily consisting of high school counselors, athletic directors, and coaches	
Food Service Worker China Cottage	Madison, TN January 2021 – July 2025
- Prepared and assembled 150+ orders daily, ensuring a positive and timely customer experience - Provided customer service to 100+ customers, ensuring a positive dining experience - Supported high-volume operations by balancing packaging duties and customer service for service quality and continuity - Coordinated with kitchen and front-of-house teams to ensure on-time and accurate order fulfillment	
Volunteer Gallatin Cares	Madison, TN August 2023 – May 2024
- Prepared and organized 200+ communication envelopes for outreach services - Sorted, organized, and distributed 500+ clothing items, ensuring a high-quality experience - Collaborated with community members and volunteers to distribute goods to individuals in need	

Leadership & Activities

Global Career Accelerator Data Analytics Fellow	Remote May 2026 – July 2026
- Analyzed website performance using Microsoft Excel (PivotTables, IF, SUMIFS, AVERAGEIFS, and XLOOKUP) to calculate key engagement metrics, including bounce rate, pages per session, average time on site, and mobile visitor rate—to evaluate the business impact of the 2022 split between Grammy.com and RecordingAcademy.com. - Created interactive Tableau dashboards to analyze gender pay disparities among top-paid actors and actresses using Forbes (2005–2020) data, visualizing earnings trends, average compensation, and top earners. - Analyzed NYC taxi trip data in Tableau using calculated fields, histograms, and bar charts to uncover fare distribution patterns, fare types, trip distances, and per-mile tipping behavior.	
Western Kentucky University Intern and Member, Asian American Association	Bowling Green, KY August 2024 – May 2025
- Assisted in organizing and setting up cultural events and activities - Worked with officers to develop new initiatives that promote Asian American cultural awareness on campus - Helped organize community outreach efforts and social events to strengthen the club's presence on campus	

Skills

- Excel/Tableau - Team collaboration - Excellent organizational skills	- Attention to detail & accuracy - Microsoft Office/PowerPoint - Effective communication - Effective time management
Language: Chinese (HSK Level 3)	
Certifications: Data Analysis Data Visualization Global Career Accelerator July 2026	