

Annette Sharon Stanly Jeyaraj

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TECHNICAL SKILLS

PROGRAMMING PROFICIENCY

VB.NET, C#.NET, Java, C++, C

DATABASE - SQL, RDBMS

SAP - ABAP, HCM

DATA ANALYSIS - R

PROJECT MANAGEMENT TOOLS:

Monday.com, Asana, Microsoft Project

TEST MANAGEMENT TOOL-HPALM OFFICE TOOLS

Google Workspace (Docs, Sheets, Slides, Drive, Meet, Calendar);
Microsoft (Word, PowerPoint, Excel, Access, Outlook, OneNote, List, Loop)

MULTIMEDIA

Adobe Photoshop, Adobe Acrobat, Adobe Premier Rush, Adobe Express, Adobe Illustrator, Corel Draw, ibisPaint, Procreate, Gamma AI

WEB & DIGITAL TOOLS - HTML, CSS, Canva, Visme

PROPERTY MANAGEMENT - Yardi
MANAGEMENT SOFTWARES -

Banner ERP, Canvas LMS, TerraDotta

CORE COMPETENCIES

- Program & Project Management
- Data Analysis & Reporting
- Process Improvement & Optimization
- Operational Readiness
- Inventory & Logistics Coordination
- SAP (ABAP, HCM) | ERP Systems
- Cross-Functional Team Collaboration
- Stakeholder Communication
- Documentation & SOP Development
- Performance Monitoring & Metrics

SUMMARY

Results-driven IT professional with extensive experience in C#, .NET, SQL, SAP, SQL, and RDBMS, data analysis, agile testing, cross-functional project coordination, and stakeholder communication across teams. Demonstrated ability to manage programs, streamline operational processes, and support organizational readiness through data-driven solutions. Proficient in IT management and project management tools, with a strong background in computer science, leadership, and experience supporting enterprise systems in higher education and international settings. Adept at leading teams, implementing best practices, and ensuring technology aligns with organizational goals.

EDUCATION

GRADUATE CERTIFICATE IN MANAGEMENT OF NON-PROFIT ORGANIZATION | 2021

Spears School of Business, Oklahoma State University, Stillwater, OK, USA

MASTERS IN GLOBAL STUDIES (Leadership and Development) | 2019 – 2021

Oklahoma State University, Stillwater, OK, USA

MASTER OF BUSINESS ADMINISTRATION (Corporate Management) | 2015 – 2017

Alagappa University (Distance Education), Karaikudi, Tamilnadu, India

BACHELOR OF ENGINEERING (Computer Science & Engineering) | 2010 – 2014

Mount Zion College of Engineering & Technology, Anna University, India

PROFESSIONAL EXPERIENCE

DATA ANALYST | August 2024 - Present

Center for International Trade Development, OSU, Stillwater, OK, USA

- Conducted quantitative data analysis for a multimillion-dollar international energy security project.
- Collaborated with international stakeholders (Japan and South Korea) to manage data sharing infrastructure and ensure secure, continuous operation of cross-border projects.
- Manage team of 5 graduate assistants across multiple concurrent projects providing technical training and mentorship.
- Developed a review automation system to improve workflow efficiency, team coordination and improving review cycle efficiency by 40%.

DATA ANALYST | June 2022 - September 2022

Washington University School of Medicine, St. Louis, MO, USA

- Performed data analysis to support ongoing research initiatives and publications.
- Created visual assets and documentation for grant applications.

REFUGEE PROGRAMS COORDINATOR | October 2021 - November 2021

Henneberry Properties, Stillwater, OK, USA

- Oversaw readiness of over 400 residential units by managing turnover operations and coordinating incoming inventory for Afghan refugee families.
- Ensured logistical coordination and occupancy planning to maintain smooth transition and housing availability.

ADMINISTRATIVE ASSISTANT | August 2019 – August 2021

Study Abroad Office, Oklahoma State University, Stillwater, OK, USA

- Created annual academic reports and performed data analysis for program assessment.
- Supported study abroad billing, insurance coordination, and application tracking, ensuring seamless client experience.

CERTIFICATIONS

- Google Analytics for Beginners
- Web Development
- Rise to the Challenge Leadership Certification Program
- Harvard certification on Improving Your Business Through a Culture of Health
- Object-Oriented Programming using C#
- Diploma in Digital Pre-Press
- Harvard Manage Mentor Certifications:
 - Budgeting
 - Business Case Development
 - Business Plan Development
 - Customer Focus
 - Difficult Interactions
 - Global Collaboration
 - Persuading Others
 - Presentation Skills
 - Strategic Thinking
 - Negotiating
 - Strategy Execution
 - Stress Management
 - Time Management
 - Writing Skills

PROFESSIONAL TRAININGS & WORKSHOP

- Trained in Java, RDBMS, Software Engineering, SAP ABAP, and SAP HCM through Infosys ETA foundation program
- Android Application Programming workshop
- Big Data and Hadoop workshop

PUBLICATIONS

[Google Scholar profile](#)

LANGUAGES KNOWN

- Tamil, English

INTERN | May 2020 – July 2020

Family Resource Center (FRC), Oklahoma State University, Stillwater, OK, USA

- Conducted survey-based evaluations and presented improvement recommendations.
- Supported logistics and event operations for culturally diverse community outreach.

SENIOR SYSTEMS ENGINEER | September 2014 – March 2017

Infosys Limited, Chennai, India

- Led SAP HCM production support and maintenance projects, resolving client-reported issues across PA, OM, Time, and LSO modules.
- Developed and executed test scenarios and data sets for full SDLC applications, ensuring high-quality deliverables.
- Performed Agile Testing, Batch Data Communication [BDC], Legacy System Migration Workbench [LSMW] data transfers, and successfully deployed the project by tuning performance and testing the functionality.
- Collaborated with cross-functional teams to deliver Agile testing, documentation, and user training.
- Mentored newly onboarded IT specialists, ensuring smooth technical onboarding and process consistency.
- Acted as liaison between technical teams and business stakeholders, enabling clarity and speed in implementation of enterprise solutions.
- Familiar with compliance and security protocols in regulated environments; committed to continuous learning and professional development.

LEADERSHIP EXPERIENCE

PRESIDENT | August 2019 – May 2021

Family and Graduate Student Housing Leadership Council (FGSHLC), OSU

- Preside over meetings, co-ordinate elections, and represent FGSHLC on campus
- Fostered communication between Housing and Residential Life, Family and Graduate Student Housing, and the community of internationals
- Organized collective teamwork in the community and procured funding

COMMUNICATION DIRECTOR | August 2020 – May 2021

Graduate and Professional Student Government Association (GPSGA), OSU

- Presided as chair of the Communications and Publications Committee
- Monitored and managed the GPSGA website
- Oversaw all advertising on behalf of GPSGA and manage social media

CAMPUS RELATIONS CHAIR | August 2020 – May 2021

Student Volunteer Center (SVC), OSU

- Drafted SVC newsletters each week to promote its events
- Collaborated with the Outreach Chairs to coordinate, develop, and maintain SVC's social media presence
- Actively promoted student understanding of, and participation in SVC

VOLUNTEER EXPERIENCE

- Designed posters for events in Infosys for the HR team
- Designed the logo for OSU Red Pantry student organization
- Supported Student Volunteer Center (SVC) events, including blood drives and the Red Cross Mapathon.
- Translated Bible introductions from English to Tamil with Wycliffe Associates.
- Worked on [Catchafire](#) projects, creating PowerPoint presentations for three nonprofit organizations, with a total impact of \$9,588