

# Helen Le

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[LinkedIn Profile](#) | [Portfolio](#)

## Relevant Skills

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**Coursework:** Data Analytics, Analytics Programming, Database Design, Systems Analysis and Design, Software Development, Project Management

**Certifications:** Microsoft Excel, Project Management Fundamentals, Excel for Accountants

**Technical Skills:** Python, Power BI, Weka, Matlab, MicroSQL Server, n8n, Microsoft Visio, Microsoft Access, IBM SPSS, C#, HTML CSS, Visual Studio, Microsoft Office Suite (Excel, Word, PowerPoint), Adobe Creative Cloud (Premiere Pro, Lightroom)

**Other Proficiencies:** Technical Writing & Editing

## Projects

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### Pets4Life Website Enhancement

*Project Manager*

Louisville, KY

January 2025 - December 2025

- Led a **cross-functional team of 5 developers, systems analysts, and requirements analysts** to redesign a nonprofit's website serving **500+ community visitors**, centralizing event scheduling, volunteer management, donor management, and a live chatbot
- **Created project documentation**, including software development plans, use case diagrams, user interface wireframes, and requirements traceability matrices using Agile and SDLC methodologies
- **Consolidated donations from 5 sources into a single system and integrated 7 WordPress plugins**, reducing manual workload by 60 staff hours per month
- **Final project chosen** out of 5 competing groups

### RAG Document Retrieval AI Agent

*Developer*

Louisville, KY

January 2026 - May 2026

- Designed a **multi-tool AI Agent** architecture capable of autonomous tool selection, knowledge base retrieval, and multi-source answer synthesis using **n8n**
- Deployed a **full Docker stack**, with episodic memory via Google Sheets, a vector store for semantic search, and input/output guardrails that screen for prompt injection, PII, and unverified citations
- Validated agent performance through a **20+ case evaluation suite** with baseline vs. final scoring, failure analysis, and documented guardrail traces showing safety controls in action

### NFL Analytics Research Project

*Developer*

Louisville, KY

August 2025 - December 2025

- Assessed whether a stronger **offense or defense** has a greater impact on team wins using multi-season NFL data
- Cleaned and analyzed datasets using Python including points scored, points allowed, and yardage statistics
- Built an interactive **Power BI dashboard** to visualize correlations between team performance metrics and win-loss records
- Applied statistical methods and comparative analysis to identify trends and quantify impact on overall success
- Utilized skills in data analysis, visualization, and performance reporting

## Education

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### University of Louisville

*Anticipated Bachelor of Science in Business Administration*

Louisville, KY

Expected May 2026

- Major in Computer Information Systems
- Tracks in Data Analytics and Business Process Management
- **GPA:** 4.0/4.0
- **Awards and Honors:**
  - Made Dean's List every semester
  - Recipient of the Trustees' Scholarship (Academic Merit Scholarship)
  - Outstanding May 2026 Graduate for Computer Information Systems
- **Leadership:** Vietnamese Student Association (Event Coordinator Intern, Secretary, Treasurer)