

ANNA ZHENG

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SUMMARY OF QUALIFICATION

- Data-driven statistician who has hands-on experience in data management and analysis
- Strong interpersonal and communication skills, developed through communicating with colleagues and system users as Junior Project Coordinator
- Exceptional analytical skills, acquired through analyzing statistics, charts and news in trading competitions
- High proficiency with Microsoft Office Excel (Functions, Pivot Table, Macros, VLookup, etc.), Word, Outlook and PowerPoint
- Detail-oriented, developed when checking and comparing employee information in INFO-GO database as Junior Project Coordinator
- A quick-learner who learnt practical knowledge of various IT systems well in a short time when working as Junior Project Coordinator

EDUCATION AND TRAINING

University of Toronto Scarborough

Class of 2017

Major in Statistics, Minor in Economics & Psychology

University of Toronto Scarborough

May 2012

Excel Intermediate and Advanced Training Courses

EMPLOYMENT HISTORY

Teaching Assistant

September 2016 – January 2017

University of Toronto Scarborough | Toronto, ON

- Taught a review tutorial to students in Discrete Mathematics every week, grade quizzes and assignments
- Answered and explained academic questions for students and communicate between students and course instructors

Investment Analyst Assistant

May 2016

Thusney Commerce Group, Ltd. | Toronto, ON

- Performed simulated day trading on the company's BI system
- Analyzed stock charts for technical analysis in order to predict the target price and stop price for equities on watch list
- Analyzed timing of buying and selling equities by following big economic news and important events on a daily basis

Junior Project Coordinator

September 2012 to January 2013

Ministry of Government Services | Toronto, ON

- Conducted research and perform data management activities for the PACE/Info-Go system
- Performed system administration tasks, such as processing of audit reports and Employee Update Form
- Migrated the EVista online help content off of the Collaboration Tool Service onto OPSPedia
- Prepared a costing model for Common Components applications with Excel
- Responded clients' requests on Info-Go by phone calls and emails in an efficient manner

EXTRACURRICULAR ACTIVITIES

Competitor in the Ultimate Trader Competition

January 2012 to February 2012, January 2013 to February 2013

Investment Society

- Analyzed statistics, stock charts and news to generate investment strategy
- Experienced stock market and learnt new investment knowledge
- Forecasted future trends of stock market independently and make decisions under pressure

Event Head

March 2012

UTC Chinese Finance Seminar

- Invited 5 industry professionals and had 100 students registered online and showed up for the seminar
- Communicated with speakers and event committee members to ensure smooth progress of event
- Wrote promotion materials for E-marketing and promote the event with marketing department
- Arranged meetings and assigned tasks for event committee members

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, Word, Outlook and PowerPoint) | Python (Numpy/Scipy/Pandas/Scikit-learn) | R | SAS
| MySQL | LaTeX | Bloomberg | HTML | CSS

Languages: Proficient in English and Mandarin Chinese