

Matthew Van

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SUMMARY

Analytical, process focused and community driven professional with proven track record of optimizing and automating processes to improve efficiency. Seeking opportunities to leverage my skillsets to serve and add value for your clients.

Core business proficiencies include:

- Business Intelligence & Analytics
- Project Management
- Customer Support
- Leadership
- Data Science
- Requirement Gathering

TECHNICAL SKILLS

Advanced

Data Visualization & Analytics

Power BI: Dax, Power Query

Tableau, Excel

Database

SQL, Azure Blob

Intermediate

Project Management

Jira, Confluence, Trello, Asana

ERP Systems

SAP, Syspro, ERPNext

Programming

Python: Pandas, Numpy, Plotly, Scikit-learn, HTML, Selenium

RELEVANT EXPERIENCE

Business Intelligence Analyst

2021 – Current

NRI-Distribution

- Created several impactful dashboards/dataflows on Power BI by querying the SQL database to find insightful data resulting in better visibility for the Operations, Finance, and other functional teams
- Automate several older reports to make them more reliable while optimizing the queries and data to reduce the load on the servers
- Collaborated with Product Manager/Product Owner to gather requirements and write better user stories for developers so that they can implement the features more accurately
- Identified several inefficiencies in processes and provided/implemented solutions resulting in better communication and less manual work for the team
- Wrote several Python/PowerShell scripts to automate the movement of SQL Data/CSV files to Azure Blob Storage reducing the need for manual work

Application Specialist

January 2021 – March 2021

WiiBid (Online Mortgage Service)

(Contract)

- Researched and implemented a QA automation software to test the web application, resulting in a decrease in time spent on manual testing by up to 50%
- Utilized wireframing to improve the web application's UX/UI, resulting in a more intuitive design so customers are more likely to finish their application
- Gathered stakeholder requirements and relayed it to software developers so that they can easily understand the features required for the sprint
- Collaborated with the Business Analyst to develop and validate business requirements and provided custom configurations that lead to a high satisfaction from stakeholders

Project Coordinator

2017 – 2018

Vinh Cuong Ltd. (General Construction Contractor)

- Coordinated heavy machinery and personnel between several construction sites to ensure business continuity and efficient operations
- Facilitated meetings between investors, contractors and sub-contractors and conducted requirements gathering to ensure project was completed within desired scope
- Developed relationships with international stakeholders through leveraging language and intercultural skills in both English and Vietnamese leading to increased project engagement
- Improved quality of material output through enhancing the construction material QA process leading to reduced rework and increased profit margins

EDUCATION & CERTIFICATION

IBM Data Science Professional Certificate

2023

Coursera

Microsoft Certified: Azure Data Fundamentals

2022

Microsoft

Business Information Technology Management Diploma

2018 - 2020

British Columbia Institute of Technology

Key Courses: Business Intelligence, Applied Project Management, Consulting Skills

Bachelor of Mining Engineering, Minor in Commerce

2012 - 2015

University of British Columbia

EXTRA CURRICULAR

Vice President – Business IT Management (BITMAN) Association, BCIT

2019 – 2020

An association dedicated to hosting events that connect BITMAN students with industry professionals to provide networking opportunities to better their career prospects after graduation

- Planned a network development event with experienced speakers, including a Big 4 consultant, that provided a call to action for students and alumni to strengthen and expand their network
- Created an annual road map for the association outlining event and fundraising targets which were all attained by the end of the year
- Organized events of 40-60 attendees from conception to completion
- Developed a continuous improvement process for events by incorporating customer feedback to create more value-added activities for attendees leading to an increase in positive reviews