Jiawei (Jacinta) Qi

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Career Objective

Master of Data Science graduate with strong technical skills in Python, SQL, and Power BI, combined with solid accounting knowledge and proficiency in tools such as SAP or Xero. Passionate about innovation and experience in accounting automation, SAP transition and strong analytical and interpersonal skills.

Education

The University of Adelaide, SA, AUS (Expected Graduation: Sep 2025)

- Master of Data Science   GPA: 6.63/7.00
- Global Citizen Scholarship (30%)
- Global IQ Connect Certificate, which enables students to develop crucial intercultural skills

Kent State University, OH, USA and Shanghai International Studies University, SH, CHN (Exchange Program)

- Master of Accounting & Bachelor of Jurisprudence   GPA: 3.43/4.00

Academic Related Experience

Infoxchange, ADL, AUS   **Sep 2024 - Present**
Volunteer Information Officer (Data Analyst)

- Cleaned data by checking missing values, inconsistent formats, and entities that no longer exist, ensuring data integrity and consistency across datasets.
- Analysed council datasets using Excel, applying advanced functions like INDEX, MATCH, and VLOOKUP to extract insights and created visual reports in Power BI to provide actionable insights to stakeholders.
- Developed communication and analytical skills through active participation in webinars on the Connecting Up Digital Learning platform, improving technical and interpersonal capabilities. (Volunteer Experience blog)
- Developed a Power Apps-based computer status tracking system, enabling real-time issue logging to SharePoint, improving data accuracy, monitoring, and reducing manual input errors.

Brentnalls SA, ADL, AUS   **Sep 2024 - Nov 2024**
Automation Process Intern

- Integrated Excel (VBA) to connect and extract trial balance reports from Xero's API, ensuring accurate data retrieval and streamlined report generation.
- Automated document workflows using VBA and Python, significantly enhancing operational efficiency by enabling client account matching, work paper generation, and seamless uploads to FYI with integrated hyperlinks. This reduced preparation time by 50%. (GitHub for Reference)
- Researched and evaluated 50+ automation providers to identify the most suitable solutions for meeting FYI upload requirements, organizing calls with vendors to assess their offerings.
- Collaborated effectively with cross-functional stakeholders to align automation solutions with business requirements, ensuring that technical solutions addressed operational and stakeholder expectations.

BDO Certified Tax Agents Co., LTD (Lixin). SH, CHN   **July 2020 - May 2022**
Tax Analyst Assistant

- Led the team to evaluate intricate stakeholder relationships among 10 subsidiaries over 10 years and pointed out tax-related issues within one month.
- Implemented Excel VBA solutions to automate the client's accounts payable workflow, improving efficiency.
- Prepared and submitted annual corporate income tax returns and another tax-related filings, ensuring compliance through effective communication with clients and regulatory authorities.
- Enrolled in the system transition from UFIDA (an accounting tool in China) to SAP's FI function within two months.

University Project

Bike Rental Demand Prediction Using Machine Learning   **May 2024**

- Cleaned the data by handling missing values, one-hot encoded categorical variables, removed outliers to improve model performance, and created new features such as weekday indicators to enhance predictive accuracy.
- Trained and evaluated multiple models, including Linear Regression and Support Vector Regression (SVR) using sklearn pipelines.
- Assessed performance using Root Mean Squared Error (RMSE) and reduced error by 16%
- Generated data visualizations using Matplotlib and Pandas to illustrate trends and insights for stakeholders.

Grade Prediction Project -Team Lead   **March 2024**

- Organized and led the team by analysing students' grade performance using Python and Machine learning.
- Extracted datasets from Excel and manipulated them through data wrangling and visualization
- using Advanced Excel, Power BI, and Python.
- Provided data-driven recommendations to the stakeholders for upselling, cross-selling, and promotional campaigns through visualization techniques in Power BI and PowerPoint. (Github For Reference)

Other Work Experience

Base Camp Hostel ADL, AUS   **Feb 2024 – March 2025**
Receptionist

- Collected and managed the accuracy and confidentiality of guest data in the hostel's database.
- Prepared daily sales reports, utilizing spreadsheet software to compile, analyse, and visualise sales data for management.
- Handled guest inquiries, provided effective solutions, and enhanced customer satisfaction, which refined my communication and conveyed complex information effectively.

David Jones Pty Ltd, ADL, AUS   **Nov 2024 - Feb 2025**
Sales Associate

- Provided exceptional customer service with product selection and resolving customer inquiries.
- Maintained store presentation standards and performed daily counting within the standards.
- Collaborated with team members to meet store goals and deliver a positive shopping experience.

Volunteer Experience

Women's and Children Hospital, ADL, AUS   **Jan 2024 - Present**

- Managed checkout processes, resolved customer issues and complaints, and assisted in kitchen operations.

Fringe Adelaide   **Mar 2024 - April 2024**

- Guided and assisted visitors across various locations in Adelaide through different trainings, such as culture awareness or vision disability aid training.

Adelaide International, Jan 2024

- Supported event operations as a patron assistant.

Technical Skills

Methodologies: Analytics | Statistical Analysis | Data Mining | Forecasting | Data Visualisation | Modelling | Machine Learning

Analysing & Project tools: MySQL, Tableau, Power BI, Excel (VBA), Python (Panda, Numpy), HTML, CSS, JavaScript, Xero API Integration, Workflow Automation

Accounting tools: SAP | Xero | FYI