

# ZHELU MAI

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## Summary

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I am an international student from Hong Kong, pursuing a master's degree from G. Brint Ryan College of Business, University of North Texas. Before a new journey at UNT, I have worked as an analyst in global corporations for almost 3 years, which taught me to be a responsible and meticulous person with good communication and coordination skills. Besides the study and work life, I am also keen on basketball, photography, and workout.

## Education

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### ➤ University of North Texas, 01/2021-11/2022 (Expected Graduation Date)

**Major:** Business Analytics

**Class Projects:**

#### ■ Data Warehousing - MySQL & Qlikview

- Reverse engineered the database using ER Model and Multiple Dimensional Model in MySQL Workbench for a company's workflow of the sellers and buyers, including the connection from users-sales-products-reviews, etc.
- Visualized the above database with data analytics in Qlikview.

#### ■ Data Visualization - Tableau

- The Story of the Spread of COVID-19 --- visualize the data that how the development of the pandemic has been reached an unstoppable situation step by step with Tableau.

#### ■ Programming Language for Business Analytics - Python

- Titanic Disaster Competition in Kaggle --- the performance of the designed XGBClassifier model was ranked among the Top 5% of the leaderboard.
- Housing Prices Competition in Kaggle --- the performance of the designed Gradient Boosting Regressor model was ranked among the Top 9% of the leaderboard.

#### ■ Data Mining - SAS

- Housing Price Prediction --- examined 80 factors that influence house prices and selected the best model based on ASE in 5 predictive model comparisons.

### ➤ Chu Hai College of Higher Education (CHCHE), 09/2012-12/2016

**Major:** Bachelor of Business Administration in Finance

**Graduation Thesis:** *Risk and Return in Asian Real Estate Market* --- investigate the risk-return relationship among certain Asian real estate markets via Sharpe ratio, CAPM model, and APT model and as references for investors to make investments.

## *Working Experience*

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### ➤ **Bank of China (Hong Kong), 11/2019-12/2020**

**Position:** Operation Officer

- Consolidated daily, weekly, and monthly reports via Excel VBA, such as the report of New and Renew insurance policy, and communicated with branches and BoC insurance company accordingly.
- Plotted analysis reports and presented to senior managers, such as human resource index monthly report that evaluates the situations of each team for staffing, overtime, and absences.
- Assisted payroll team to manage payroll issuance for over 600 companies every month, such as daily inquiries handling, customer's banking account verifications, payroll issuance via the internal system, etc.

### ➤ **Dollar General Global Sourcing Limited (Hong Kong), 11/2017-07/2019**

**Position:** Operation Analyst

- Followed up standard operating procedures, audited selected departments every two months and amended SOP each year.
- Consolidated daily, weekly, and monthly reports by Excel VBA, such as shipment performance reports for assisting merchants to improve vendors' shipment accurateness.
- Drew analysis reports and presented to direct manager and director, such as Early buying projects that puzzle out core items that could be shipped in advance to avoid the peak.
- Handled many ad-hoc projects, such as preparing some reports for bargaining prices with the shipping companies.
- Assisted in merchandise operation development including updating and setting up over 200 vendors' information a year by the Access.

## *Entrepreneurial and Other Experiences*

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### ➤ **Research & Development of a Schedule Management APP, 02/2015-12/2015**

**Position:** Team Leader

- Established an entrepreneurial team with another two teammates.
- Sought Angel investment opportunities and incubation companies in Shenzhen and Hong Kong.
- Had an in-depth understanding of each step of promoting the project, such as understanding the background knowledge of the app, writing business plans, completing demo designs, and accumulating customer resources.
- Participated in several competitions, such as 2016 "Zhenghe Cup" Young Elite Innovation and Entrepreneurship Competition and CCMF Cross-border Program of Cyberport.

## *Miscellaneous*

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**Skills:** Python, SQL, SAS, Excel VBA, R, HTML, JavaScript

**Tools:** Scikit-Learn, Seaborn, Matplotlib, Pandas, Excel, Word, PowerPoint,  
Access, Tableau, RStudio, MySQL, Qlikview

**Language:** Mandarin, Cantonese, and English

**Hobby:** Basketball, Photography, Workout, Traveling