

# MAI ZHELU

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## Summary

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Responsible and meticulous person with good communication and coordination skills demonstrated by 3 more years of global corporation experience. Fast learning ability for handling any tasks assigned by Professors.

## Education

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

**Major:** Business Analytics

**GPA:** 3.5 (4 courses in total)

**Project:**

#### ■ Data Warehousing Course

- 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 Course

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

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

- Titanic Disaster Competition from Kaggle --- compared few models and used XGBClassifier to reach a Top 5% results of this competition in Kaggle.
- Housing Prices Competition from Kaggle --- compared few models and used GradientBoostingRegressor to reach a Top 9% results of this competition in Kaggle.

#### ■ 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

**Major GPA:** 2.58/4.0

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

## Working Experience

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

**Position:** Operation Officer

- Generated daily reports via Excel VBA, such as the report of deductible account, the report of New and

Renew insurance policy, and communicated with branches and BOC insurance company accordingly.

- Assisted to handle monthly commissions including to clarify and confirm between insurance commission and risk managers of BOCHK.
- Updated and distributed around 20 monthly reports to branches and BOC insurance company, such as the payment condition of any types of insurance, the sales of different insurances in different branches, etc.
- Followed up the modification of standard operating procedures accordingly, and measured the human resources report monthly, which involves around 180 BOC staffs.
- Assisted payroll team to manage payroll issuance for over 600 companies every month, such as daily inquiries handling, customer's banking account verification, payroll issuance via 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.
- Generated daily, weekly, and monthly reports by Excel VBA for reminding vendors and factories not missing the shipment windows, such as shipment performance reports for assisting merchants to improve vendors' shipment accurateness.
- Handled many ad-hoc projects, such as preparing some reports for bargaining prices with the shipping company, and responsible for Early buying projects that figure out core items that could be shipped in advance to avoid the peak.
- Assisted to merchandise operation development including updating and setting up over 200 vendors' information a year.

### *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 toward each step of promoting the project, such as getting to know the background knowledge of the app, writing business plans, completing demo designs and accumulating customer resources.
- Settled the disputes between teammates timely.
- 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, Tableau, RStudio

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

**Hobby:** Basketball, Photography, Workouts, Travelling