

# Kelvin Lu

Rolling Meadows, IL | (847) 528-2465 | [kelvinlu93@icloud.com](mailto:kelvinlu93@icloud.com)

## WORK EXPERIENCE

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**Zurich, North America.** Schaumburg, IL

**Aug 2022-Present**

*Premium Auditor*

- Obtain payroll records and other documentation from enrolled subcontractors of OCIP/CCIP construction projects and compare them against reported payrolls compiled by the broker, documenting findings in audit writeups
- Responsible for understanding and applying special considerations to projects as they vary from state to state
- Secondary responsibilities include assisting vendor claims corrections, coordinating team meetings

**TTI Incorporated** Schaumburg, IL

**July 2019-January 2020**

*Branch Customer Service Coordinator*

- Responsible for entering new orders and change orders to in-house system from customer PO's, ensuring part numbers are 100% accurate to customer spec.
- Support up to three Inside Sales Representatives in a given day with various tasks including; preparing their weekly backorder reports and verifying dock date's of in-transit PO's, compiling and presenting data in an intuitive and digestible package, allowing them to pinpoint high priority orders and action them accordingly
- Meet and communicate with ISR's regarding market volatility within the industry, manufacturer shortages, parts entering obsolescence, and how to properly phase in up-to-date replacement parts across customer base

**Creation Technologies** Wheeling, IL

**November 2018-June 2019**

*Procurement Specialist Support*

- Contractor position wherein multiple reports which were relevant to logistical function of business unit were managed, including Purchase Order Action Report, Global Item Analysis Report, and Sales Order Pegging Report, earning frequent praise from superiors with the degree of rigorous detail achieved
- Coordinated with suppliers to ensure data integrity on internal component database, averaging 3 additional revision updates per month relative to prior employee in this role
- Ensured data alignment on various components attributes within Oracle, enabling more informed decisions to be made production-side

**UIUC College of Liberal Arts and Sciences** Champaign, IL

**July 2018-August 2018**

*Teaching Assistant*

- Led in-class discussion of topics such as Money & Banking, Comparisons of Monetary Systems, Discounted Cash Flows, and Corporate Accounting Law
- Coordinated and led professional, academic, and social activities for ~30 students alongside fellow TA's

## EDUCATION

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**University of Illinois, Urbana-Champaign** Champaign, IL

**May 2018**

*Bachelor of Arts in Economics, Minor in Applied Statistics, College of Liberal Arts & Sciences*

**GPA: 3.2/4.0**

- Relevant Coursework: Applied Econometrics, Applied Linear Algebra, Calculus, Financial Economics, Methods of Applied Statistics, and Statistics & Probability I
- Projects: Used methods including Q-Q plots and VIF, tests such as Shapiro, Box-Cox, and Breusch-Pagan within R to create a structured inferential model. Used advanced Excel functions (VLOOKUPS and pivots) to formulate budgeting analysis based on a given array of sample data
- Officer on executive board for multiple extracurricular organizations

## SKILLS, CERTIFICATIONS & LANGUAGES

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- IRMI certified as Construction Risk Insurance Specialist
- Expert knowledge of Microsoft Excel and Word
- Working knowledge of Microsoft Access, Python, and statistical language R
- Professional working proficiency in Cantonese
- Strong interpersonal and communication skills