MAXINE XIONG

www.maxinexiong.github.io

FULL-STACK DATA PROFESSIONAL AND AUTOMATION SPECIALIST

SKILLS

- Data Analytics
- Analytics Engineering with dbt
- Data Engineering with Fivetran, Snowflake, GCP BigQuery, Amazon Redshift
- Machine Learning & Neural Network
- Apache Spark
- Python Programming
- SQL
- Data Processing with Alteryx
- Data Visualisation with Tableau
- Data Visualisation with Power
 BI
- Robotic Process Automation (RPA) with UiPath
- Excel & VBA
- SAS Base Programming
- HTML5 & CSS3

CERTIFICATIONS

- dbt Certified Developer
- Microsoft Certified: Power BI Data Analyst Associate
- Tableau Certified Data Analyst
- Alteryx Designer Advanced Certification
- SAS Certified Specialist: Base Programming Using SAS 9.4
- UiPath Certified Professional Advanced RPA Developer (UiARD)
- Certified Associate in Project Management (CAPM)®
- MCSA: SQL 2016 Database Development - Certified 2019



PROFILE

Results-driven, dedicated and analytical data professional with two years of project consultancy experience in Financial Accounting, Business Intelligence (BI), Business Analytics (BA), and Data Analytics (DA). Expertise in data analytics, data visualization, analytics engineering, data engineering, machine learning, business analytics, programming, and robotic process automation (RPA). Passionate about leveraging cutting-edge technologies to solve real-world problems and drive organizational growth. Committed to continuous learning and adept at tackling new challenges to deliver exceptional results.



WORK EXPERIENCE

Centauri Alpha, Melbourne, VIC

Data Consultant (Contractor)

Sep 2024 - Present

- Extracted and loaded data from Snowflake to GCP BigQuery using Fivetran, and transformed data within the data warehouse by building, testing, and deploying SQL models with dbt
- Refactored SQL code for existing dbt models to improve modularity, simplicity, accuracy, maintainability, and readability.
- Collaborated with data engineers and analysts to meet project-specific reporting needs
 by defining additional metrics in semantic layer, making them accessible to integrated BI
 toology
- Analysed online sales data from the data warehouse using SQL queries and Python
 pandas to identify key customer behaviour factor(s) influencing the client's total online
 sales. Utilized Spearman's Rank Correlation and Hypothesis Tests to analyse
 correlations.
- Performed customer retention analysis employing statistical methods such as Bayes'
 Theorem and Confidence Interval for Binomial Proportion, determining that 11% of
 products lead to high customer churn risk.
- Developed and evaluated a business strategy based on the retention analysis, projecting
 a potential 10.6% increase in total sales revenue and the retention of an additional 6.2%
 of customers upon implementation.
- Presented progress to stakeholders in weekly meetings, delivering data insights through visualizations with Power BI.

1860 Restaurant & Bar, Guangzhou, China Jan 2021 - Jan 2024

Restaurant Manager

Project Support

Carever, Sydney, NSW Oct 2020 - Dec 2020

NGI Management Pty Ltd, Sydney, NSW Jan 2020 - Sep 2020

Project Consultant (Contractor)

- Managed and completed the Implementation of MRI (real estate property management and finance software) Project into AU\$1.5bn asset portfolio that leads to successful standardization and streamlining of internal finance operations.
- Performed internal audit over 100 lease agreements and related management reports, and streamlined all monthly financial board reports in Excel with VBA. The new templates developed for the reporting package leads to a constant 100% accuracy rate and a shrink in preparation hours from 15 days to 5 days.
- Facilitated adoption of MRI software across the organization by delivering multiple coaching sessions to all stakeholders and producing 5-hour end-user training video series.

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PROJECTS

Explore my projects and work on these platforms:

- Project Portfolio Website (Recommended):
 https://maxinexiong.github.i
 o/#projects
- GitHub:
 https://github.com/Maxine
 Xiong
- Blog Posts: https://medium.com/@maxinexiong2

LANGUAGES

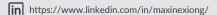
- English (Fluent)
- Mandarin (Native)

REFERENCE

Upon Request

CONTACT

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Sydney, NSW 2000, Australia

WORK EXPERIENCE (CONT.)

Career Mentor Consulting, Sydney, NSW Excel & VBA Coaching Volunteer

Mar 2019 - Dec 2019

Mirvac Group, Sydney, NSW

May 2018 - Oct 2018

Analyst, Mirvac Property Trust, Group Finance

- Performed and reviewed month-end reconciliation including reporting pack, trial balance
 (TB) reconciliation, budget versus actual (BVA) workbook, TB ageing book and WebADI
 files for three REITs totally valued at over \$800M, MILP, PPFA Collins and PPFA Bourke,
 co-owned by Morgan Stanley and Mirvac, and ensured 100% accuracy rate was achieved
 and 90% of requests from Morgan Stanley were effectively handled.
- Developed a sustainable and comprehensive cash flow model that automated month-end
 cash flow reconciliation and year-end cash flow reporting. It instantly improved accuracy
 close to 100% and reduced the time required from an average employee from 5 hours to
 1.5 hours.
- Prepared Investment Property Valuation Report (IPVR) and refined the reporting model to the extent that it can save an average employee up to 3 hours of preparing valuation workhook
- Prepared special purpose financial report (SPFR) for MILP trust in FY2018, communicated positively with PwC audit team and resolved 99% of their auditing requests.
- Created VBA-coded financial report workbooks for a range of REITs that enable users to
 access MRI database directly on excel through ODBC and are capable of automatically
 updating all financial statements and note tables for certain periods. Those workbooks
 improved the efficiency of preparing a financial report for a REIT by 90%.

Analyst, Business Intelligence, Group Finance Oct 2017 - May 2018

- Developed User Acceptance Testing (UAT) strategies and scenarios to challenge functionalities of the BI reporting tools under development and eventually achieved 80% overall acceptance rate within the organisation.
- Independently created and updated user-friendly, highly productive and automatic testing
 models capable of tracking and reflecting changes in databases in real time and generating
 instant testing results, which avoided the need to perform testing procedures repeatedly
 and saved at least 30 hours in total.
- Scheduled, recorded and participated in meetings with various key stakeholders including Property and Leasing teams and Finance teams from Office & Industrial, Retail and Residential divisions.
- Translated business language for BI developers and assisted them to fulfil business
 requirements.
- Built reports and dashboards to deliver business data insights on Power BI desktop.
- Facilitated adoption of BI across the organisation in building key dashboards, reports and analytics with super users.

Property and Funds Intern, Group Finance

Jul 2017 - Oct 2017



EDUCATION

Master of Accounting and Finance

2014 - 2016

University of Adelaide

Bachelor of Biotechnology

University of Newcastle

Achievement – Distinction average

2011 - 2013