MAXINE XIONG

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   Sep 2024 - Present
Data Consultant (Contractor)

- **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 tools.
- **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

Carever, Sydney, NSW   Oct 2020 - Dec 2020
Project Support

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.io/#projects

🐙 **GitHub:**
https://github.com/MaxineXiong

Ⓜ **Blog Posts:**
https://medium.com/@maxinexiong2

LANGUAGES

- English (Fluent)
- Mandarin Chinese (Native)

REFERENCE

Upon Request

CONTACT

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🌐 maxinexiong.github.io

🐙 github.com/MaxineXiong

Ⓜ medium.com/@maxinexiong2

📍 Sydney, NSW 2000, Australia

💼 WORK EXPERIENCE (CONT.)

Career Mentor Consulting, Sydney, NSW   Mar 2019 - Dec 2019
Excel & VBA Coaching Volunteer

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 e**nsured 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 workbook**.
- 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   2011 - 2013
University of Newcastle
Achievement – Distinction average