Paul Pawelec

https://paulpawelec98.github.io/Portfolio/

Email : paul_pawelec@hotmail.com
Mobile : +1-519-546-6215

EDUCATION

University of Guelph – Gordon S. Lang School of Business & Economics — Guelph, Ont.

- *Master of Arts - MA; Financial Economics; Avg Grade: 83.5%* — *Sep. 2022 – May 2023*
- *Bachelor of Commerce - BCom; Finance; Avg Grade: 85.5%* — *Sep. 2017 – May 2022*

WORK EXPERIENCE

Nowsite — Toronto, Ont.
Data Analyst — *June 2024 - Oct. 2024*

- Leveraged Python, MongoDB, and Excel to perform data manipulation, reporting, and analysis for development, finance, and operations tasks.
- Automated data processes using Python and Google Cloud APIs, creating scheduled tasks for updating Google Sheets, saving hours of manual work.
- Created and maintained modular scripts and tkinter app to automate tasks, reduce redundant code, and streamline code for ad-hoc and automated data analysis.
- Note: Position concluded due to organizational restructuring.

Linamar Corporate — Guelph, Ont.
Data Analyst Co-op Student — *May 2021 - Sep. 2021 & Sep. 2020 - Dec. 2020*

- Assisted with data manipulation, reporting, and analysis using R, Excel, and Power BI for finance and operations related projects.
- Contributed and created new models to forecast working capital and developed a forecast ranking method using linear optimization to empirically define the best model out of hundreds of thousands of unique forecast combinations.
- Implemented a method to quickly validate tens of thousands of invoices for syntax and errors using algorithms, list-based rules, and regular expressions in R.
- Automated performance analysis documents using a combination of R, Python, and Excel to process model performance in minutes, saving hours of manual work.
- Created Power BI reports integrated with R visuals and R programs to visualize immense amounts of data and presented to senior executives.

Skyjack — Guelph, Ont.
Accounting Co-op Student — *May 2019 - Jan. 2020*

- Assisted with month-end and quarter-end close processes, accounts payable and receivable, and other general accounting duties.
- Recorded the collection of millions in cheques, wires, and inter-company payments.
- Inputted thousands of data entries with minor room for error into multiple ERP systems.
- Worked independently and in teams of one to three in a fast-paced environment.
- Created and updated Excel spreadsheets with VLOOKUPs, MATCH/INDEX functions, pivot tables, and basic macros for new and existing processes.

TECHNICAL SKILLS

Languages: Python, R, SQL
Software: Google Workspace, Microsoft Office, MongoDB, Power BI, Tableau
Tools & Technology: Appcues, Grafana, Mailchimp, Recurly, Zapier
Developer Tools: Jupyter Notebook, R Markdown, R Studio, Spyder, Visual Studio Code
Python Libraries: keras, Matplotlib, NumPy, openpyxl, pandas, pydantic, scikit-learn, sphinx, tkinter
R Libraries: dplyr, gbm, ggplot2, glmnet, knitr, pls, randomForest, stargazer, tidyverse