

# Sharon Y.M. Tan

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## EDUCATION AND QUALIFICATIONS

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Master of Data Science UNSW | 2021 Jun – Present (Graduating April 2023)

Master of Data Science & Leadership RMIT | 2021 Jan – 2021 Jun (Transferred to UNSW)

Graduate Diploma in Professional Accounting Victoria University | 2015 – 2016

Bachelor of Commerce (Accountancy) University of Wollongong (Credit transfer) | 2013 – 2014

Bachelor of Business (Accounting) HELP University (Malaysia) | 2011-2013

## PROFESSIONAL EXPERIENCE

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*Paper Moose Surry Hills* | 5 years and present

Finance Manager

- Work closely with the CFO, tasked with overseeing data analytics across all functions within the company, including sales tracking, product analysis, sales optimisation analysis, client priority analysis, project performance analysis, project finance reporting, staff time utilisation analysis, and other company-wide analysis.
- Proactively monitoring all data tracking and reporting; raising concerns when necessary to ensure early detection of potential issues and prevention of errors.
- Conduct ad-hoc data projects, such as tracking staff utilisation to determine correlating patterns to plan and forecast staff capacity.
- Create targets for departments by analysing historical information, whilst collecting industry benchmarks to establish appropriate targets, to ensure all departments' financial targets are aligned with company's direction.

## SKILLS

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**Learnings from course:**

- **Programming languages:** Python, R, SQL
- **Data Science Technologies:** Data science pipeline with R - cleansing, wrangling, visualisation, modelling, interpretation (e.g., dplyr, tidyverse, ggplot2, MVN)
- **Applied Analytics:** hypothesis testing, A/B testing, chi-squared test, statistical inferences, etc.
- **Machine Learning:** Python (e.g., scikit-learn, numpy, pandas, matplotlib, seaborn)

**Skills gained from work**

- **Spreadsheets** – Google Sheets - Google App Scripts – *Advanced*
- **SaaS platforms** – Pipedrive (CRM), WorkFlow Max (project & time management), Streamtime (project & time management), Xero (accounting), Geckoboard (dashboard), CloudPayroll (payroll) – *Advanced*
- **Google Suite** – Sheets & App Scripts, Docs, Slides, Forms – *Advanced*
- **MS Office Suite** – Word, Excel, Outlook, PowerPoint – *Functional*

## FEEDBACKS FROM PEERS

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- Inquisitive and willing to learn new skills and about new domains.
- Meticulous with an analytical mindset, good problem-solving and decision-making skills.
- Dedicated to continuous learning and professional and personal improvement.
- Excellent communication and interpersonal skills; high degree of professionalism, great team player.