

Sharon Y.M. Tan

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EDUCATION AND QUALIFICATIONS

- Master of Data Science *UNSW* / 2021 Jun – Present (Graduating 2022) (**Current overall: Distinction**)
- Master of Data Science & Leadership *RMIT* / 2021 Jan – 2021 Jun (Transferred to UNSW) (**High distinction**)
- Graduate Diploma in Professional Accounting *Victoria University* / 2015 – 2016 (**Distinction**)
- Bachelor of Commerce (Accountancy) *University of Wollongong* (Credit transfer) / 2013 – 2014 (**Distinction**)
- Bachelor of Business (Accounting) *HELP University (Malaysia)* / 2011-2013 (**Cumulative GPA: 3.62/4**)

PROFESSIONAL EXPERIENCE

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

Data Science skills:

- **Programming languages:** Python, R, SQL
- **Data Science Technologies:** Data science pipeline with R - cleansing, wrangling, visualisation (e.g., Tableau), 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)

Other skills:

- **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

- Inquisitive and willing to learn new skills and new domains.
- Meticulous, 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.