

Leo Tong

8 Minstrel Street, Glenfield, NSW 2167 | ttz04bsn22@gmail.com | +61 481269125

linkedin.com/in/leo-tianze-tong-1594a3222/ | github.com/TheRobertLing

Summary

High-achieving Actuarial Studies and Computer Science penultimate student with experience in administrative support, data processing, and technical support. Proficient in technologies such as Python, JavaScript, SQL, and Excel for data analysis with a continuous drive to expand technical expertise.

Education

University of New South Wales, Bachelor of Actuarial Studies and Computer Science 2023 – Present

- Cumulative WAM: 84 (Distinction)
- **Coursework:** Financial Management, Financial Maths for Actuaries, Database Systems, Stat Machine Learning for R&A

Experience

Administrative Assistant and Exam Invigilator, SIGI Learners – Hurstville 2019-2022

- Assisted in administrative tasks, including data entry, accounts verification, and homework marking.
- Utilized Excel to maintain and analyze student records, generating insightful reports for tracking progress and improving curriculum planning.
- Digitized and organized educational materials, creating an efficient document management system for remote and in-person learning.

Physics/Mathematics Lead Tutor, Educo Tutoring – Edmondson Park 2023 – Present

- Designed custom learning materials using **LaTeX** for structured and professional educational documents, including mock exams and study guides.
- Supported administrative functions by maintaining student records, assisting with scheduling, and collaborating with staff on curriculum development.
- Used **Excel and Google Sheets** to track student performance, compile feedback, and automate grading processes.

Projects

Chinese Typing Speed Test (In Progress) Repository Link

- Developed an interactive typing speed test where users input the correct **Pinyin** for randomly displayed Chinese characters under a time constraint.
- Designed a responsive front-end using **Vue.js** and **TypeScript**, ensuring a smooth, real-time typing experience.
- Implemented a scoring system with accuracy tracking and WPM calculation for skill assessment.
- Planned features include **progressive difficulty scaling**, **custom character sets**, and **gamification elements** to enhance engagement.

Language Data Scraper & Cleaning Tool Repository Link

- Developed automated scraping tools with **Python** and **BeautifulSoup** to extract tabulated and irregular data from sources like CC-EDICT and zdic and other online dictionaries.
- Processed and cleaned raw data using **Excel functions (VLOOKUP, Pivot Tables, Text-to-Columns)**
- Planned future releases as an open-source npm and pip library for wider accessibility and ease of integration

Technical Skills

Programming Languages: Python, JavaScript, Java, SQL

Web & Software Development: Vue.js, Express.js, SQLite

Data Analysis & Visualization: R, Excel

Technical Writing & Documentation: \LaTeX , Microsoft Office (Excel, Word)