ECHO Q. SHEN

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SUMMARY

Motivated tech professional and problem solver with a background in accounting and budget management. Experience with analytical thinking, project management, strong team skills, and excellent verbal and written communication. Vast knowledge in different industries. Always eager to learn.

TECHNCAL SKILLS

MySQL, PostgreSQL, VBA, MongoDB, Python, Pandas, AWS, HTML, CSS, JavaScript, Bootstrap, Plotly, Leaflet, Matplotlib, Tableau, R. VLOOKUP, XLOOKUP, Pivot table, Tools used: VS Code, Jupyter Notebook, GitHub | Misc: QuickBooks, Tabs3

WORK EXPERIENCE

Neider Wohl & Paletta, LLP   Jan 2017 – current
Full charge bookkeeper/ financial analyst   New York, NY
- Responsible for full cycle accounting duties
- AP, AR, bank reconciliation, journal entries and write-ups
- Month/quarter/year end closings
- Employee benefits, 401(k), health insurance review
- Payroll using ADP and Paychex
- Used Excel (VBA), Pivot table, Vlookup / Xlookup, QuickBooks to generate and financial reports.

Seed Music   Nov 2013 – current
Data Engineer/Analyst   New York, NY
- Used Python, SQL, Pandas , Excel, QuickBooks to store mailing list data and generate emails.
- Analyzed musical data using Spotify API, QuickBooks API .
- Create custom financial reports and sales/downloads figures for multiple musical artists.
- Created custom payment and payroll systems.
- Contributed to creation of audio software written in C++.
- Generated analytics BI using Plotly, tableau .

Levisohn Berger LLP   Nov 2013 – Oct 2017
Controller   New York, NY
- Closely monitoring the company's financial health
- Accountable for the accounting operations of the company
- Production of periodic financial reports, maintenance of adequate accounting records
- Comprehensive set of controls and budgets design to mitigate risk

TNT Express
Financial Analyst   Sydney, Australia
- Long term project of converting various customer rating structures to one structure
- Support Domestic Sales units with revenue analysis and Ad Hoc queries. Assist in the design ,development and delivery of weekly and monthly reports required by internal customers and National sales managers
- Analytical support to new business initiatives using advanced Excel skills such Pivot table, Vlookup / Xlookup, etc.

China National Building Materials & Equipment I/E Co.
Project Manager   Beijing, China
- Supervisory position with responsibility for gathering and analyzing information
- Supervising Import/Export project procedures; In charge of a cable-exporting project to Malaysia as part of international project; Working onsite in Malaysia for a year as tech translator/interpreter

EDUCATION

Rutgers University, NJ   Grad: March 2022
Data Science Bootcamp Certificate

University of New England (AU)   Grad exp: June 2023
Postgraduate Diploma in Accounting

Sydney University (AU)
Master of Economics, majors in Finance and Banking