

ECHO Q. SHEN

Data Analyst



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New York



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EDUCATION

Data Science Certification
Rutgers University

October 2021 - current
NJ

Postgraduate Diploma, Accounting
University of New England (AU)

October 2019 - current
NSW Australia

Master's degree
Finance & Banking majors
Sydney University

October 1998 - 2001
Sydney Australia

Business Certificate
UTS

October 1997 - 1998
Sydney Australia

English Language & Literature
Beijing Foreign Studies University

1990 - 1992
Beijing, China

SKILL

Python (Pandas, Numpy)
PostgreSQL/ MySQL/ MongoDB
VS Code / Github / Jupyter Notebook
HTML/CSS
JSON
Data Visualization (Plotly, Leaflet)
Excel / Microsoft Office Suite
ETL / Data pipeline
AWS / S3/ RDS
PySpark
JavaScript
Tableau / R
Machine Learning
QuickBooks
Accpac
Tabs3
Art Base

CAREER OBJECTIVE

To better utilize my problem-solving ability in a more challenging environment, with the help of my extensive experience in accounting and budget management, and knowledge in different industries.

WORK EXPERIENCE

Controller/Full charge bookkeeper

Jan 2016 – current New York (in law firms, ecommerce company & CPA firm)

- A/P & A/R
- Bank reconciliation
- Month-end/quarter-end/year-end reports
- Oversee employee benefits
- Manage cash flow
- Review health insurance annually
- Compile tax documents at year end for accountant
- Payroll using ADP/Paychek
- 401(k) contribution
- Payroll Tax Returns & Journal entries associated with ADP & Paychex payrolls
- Sales Tax Returns
- Year End write-up, W2 & W3 Prep Including 1099 prep

Financial Analyst - TNT Express

March 2001 – Nov 2005 Sydney Australia

- Long term project of converting various customer rating structures to one common rate 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 Manager-sales
- Analytical support to new business initiatives.

Project Manager

China National Building Materials & Equipment I/E Co.

Nov 1992 – June 1996 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 a building equipment exporting project in the department
- Working on site in Malaysia for a year responsible for an equipment export project in a cement factory as tech translator/interpreter

