

# 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.

## TECHNICAL SKILLS

MySQL, PostgreSQL, MongoDB, Python, Pandas, AWS, HTML, CSS, JavaScript, Bootstrap, Plotly, Leaflet, Matplotlib, Tableau, R

Tools used: VS Code, Jupyter Notebook, GitHub | Misc: QuickBooks, Tabs3

## WORK EXPERIENCE

### Neider Wohl & Paletta, LLP

Full charge bookkeeper

Jan 2017 – current  
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

### Levisohn Berger LLP

Controller

Nov 2013 – Oct 2017  
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

### 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

Data Science Bootcamp Certificate

Grad: March 2022

### University of New England (AU)

Postgraduate Diploma in Accounting

Grad exp: June 2023

### Sydney University (AU)

Master of Economics, majors in Finance and Banking