

ECHO Q. SHEN

qingshenny at gmail.com | 917 365 3947 | New York, NY

Linkedin: linkedin.com/in/echoqshen/ | **GitHub:** github.com/echoqshen

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.

TECHNICAL 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

Financial 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