

Elisa Tianqi Duan

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EDUCATION

Northwestern University

Evanston, IL

Bachelor of Science, Data Science & Industrial Engineering and Management Sciences

Anticipated Graduation: June 2027

Kellogg School of Management, Managerial Analytics Certificate

Relevant Coursework: Data Management, Python Programming, Probability & Statistics, Optimization, Linear Algebra, Macroeconomics

PROFESSIONAL EXPERIENCE

Data Science Intern, Metropolitan Chicago Data-science Corps | Chicago, Illinois

June 2025 – Present

- Designed and implemented a relational SQL database (Supabase.io) and a responsive HTML/CSS/JavaScript web interface (GitHub Pages) to organize, store, and query large volumes of records, improving data retrieval efficiency
- Digitized historic microfilm seismograms using PowerScan200 and Label Studio, extracting and annotating metadata to support long-term seismic research accessibility
- Partnered with the Born Physical/Studied Digitally Consortium and Northwestern Department of Earth and Planetary Sciences to refine the seismic digitization pipeline, streamlining workflows

Teaching Assistant for CS 217: Data Management and Information Processing | Northwestern University

March 2025 – Present

- Mentored 100+ students in SQL for data management using SQLite Studio, guiding them through creating relational databases, importing data, and writing queries, supporting students to work independently with real-world data
- Delivered 1:1 code walkthrough to help students strengthen SQL proficiency, debug code, and grasp key query concepts
- Introduced MongoDB to compare document-based and relational models, broadening students' database perspectives

Operations & Finance Intern, MATTER Health | Chicago, Illinois

June 2025 – Present

- Automated data workflows using Google Apps Script and built interactive Looker Studio dashboards to track room bookings and visitor activity, enabling the team with real-time space utilization insights to drive operational decisions
- Consolidated QuickBooks P&L data in Excel for audit compliance reporting and streamlined a Google Sheets commission tracker to improve earnings accuracy and enhance visibility in compensation reporting
- Conducted HubSpot-based market research to inform targeted business development strategies

Business Operations Attendant, Norris Center | Northwestern University

September 2023 – June 2025

- Utilized Excel to process 100+ accounting journals for Norris Center events and Barnes and Nobles bookstore invoicing, boosting payment tracking accuracy and streamlining financial reporting
- Managing documentation for \$4 million in annual invoices through Northwestern's financial system and databases (EMS, Mazévo, Smartsheet), ensuring audit-ready recordkeeping
- Maintained professional communication with clients regarding invoice payments, resulting in reduced overdue payments

PROJECTS

Chicago Crime Data Analysis | Python

January 2025 – March 2025

- Analyzed the *Violence Reduction - Victim Demographics - Aggregated* dataset using Python to identify and quantify disparities in violent crime victimization across race, age, and sex
- Utilized pandas to clean and filter data, concentrating on key variables to uncover demographic trends in violent crime
- Created impactful visualizations with matplotlib and seaborn to highlight groups disproportionately affected by violent crime

LEADERSHIP EXPERIENCE

Chief Financial Officer, Locket Cybersecurity | Evanston, Illinois

September 2024 – Present

- Coordinated with media, outreach leads, and public relations partners, to amplify brand visibility and promote cybersecurity awareness across the Evanston and Chicagoland community
- Pitched cybersecurity threat prevention initiatives to campus organizations, fostering collaboration and expanding impact through targeted outreach
- Led team in conducting cybersecurity audits with school-affiliated organizations, recommending improvements to strengthen digital safety practices

SKILLS

- Programming:** SQL, Python (Pandas, NumPy, Matplotlib/Seaborn), R, MATLAB, Racket, AMPL, HTML
- Tools & Platforms:** Google Apps Script, GitHub, Supabase.io, Microsoft Office Suite, Smartsheet, Looker Studio, Event Management System (EMS), Financial Management System (FMS), HubSpot
- Analytical & Business Skills:** Data Analysis, Business Analytics, Process Optimization, Project Management
- Languages:** English (fluent), Chinese (fluent)