**EMILY LU**

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**EDUCATION**

**University of California, Santa Barbara** – Santa Barbara, CASep 2016 – June 2020

*Bachelor of Science in Statistics & Data Science* GPA: 3.6/4.0

* **Honors:** Dean’s Honors, College of Letter and Science Honors Program
* **Study Abroad:** Intensive Chinese Program at Peking University, Beijing, China – Summer 2018
* **Relevant Coursework:** Applied Stochastic Processes, Time Series, Regression Analysis, Probability and Statistics, Numerical Analysis, Mathematical Finance, Microeconomic & Macroeconomic Theory, Principles of Data Science with R, Problem Solving with C++, Foundation of Computer Science, Design and Analysis of Experiments, Differential Equations, Applied Linear Algebra

**PROFESSIONAL EXPERIENCE**

**Ares Management** – Los Angeles, CA

*Performance & Attribution Part-time Intern* Sep 2019 – March 2020

* Transformed project data requirements into data models needed for data visualization & reporting via Power BI, Tableau, and SSRS by self-learning to program data extraction and preprocessing algorithms in Python
* Automated and enhanced reporting processes using Python by replicating and restructuring the manual processes
  + Improved workflow efficiency by a factor of ~200
  + Improved the team's client-facing & ad-hoc reports, leading to better data analytics and visuals
* Performed and automated data reconciliation to close 50+ CLO funds using Excel, SQL, and Python

*Performance & Attribution Intern* Jun 2019 – Sep 2019

* Proposed and implemented 10+ automations of existing processes using scheduled Python scripts
  + Tripled the efficiency of financial data extraction, formatting, manipulation, visualization, and reporting
* Evaluated and analyzed portfolio returns & risks for daily performance reports used by portfolio managers
* Calculated metrics such as attribution and contribution for portfolio management and investor relation teams

**UCSB Design, Facilities & Safety Services** – Santa Barbara, CA

*Business & Financial Planning Intern* Oct 2018 – Sep 2019

* Analyzed and approved orders each valuing up to $500k made by various departments for accuracy in accordance with funding, object codes, restricted products, and purchasing guidelines
* Managed the development and processing of business transactions needed for infrastructure services
* Leveraged knowledge gained from BFP department to assist contractors on billing inquiries

*Contract Analyst Assistant* Jul 2017 – Sep 2019

* Built strong relationships and collaborated with project managers, contractors, and consultants to develop, design, and execute 200+ projects
* Created comprehensive e-signature templates for all multi-level contract agreements resulting in a 75% increase in business transaction efficiency and reducing project turnaround from three weeks to one week

**SKILLS, ACTIVITIES & INTERESTS**

* **Soft Skills:** Problem-solving, analytical, detail-oriented, business acumen, teamwork, communication
* **Technical Skills:** 
  + **Python** – Pandas, NumPy, SciPy, Matplotlib, Selenium, Beautiful Soup, requests, win32com, xlwings
  + **R** – stats, forecast, tseries, car, ggplot2, dplyr, data.table, readr, tidyr, RSQLite, knitr
  + **Programming:** SQL, C++, HTML/CSS, Javascript
  + **Other:** Microsoft Excel, LaTeX/Markdown, Git, Linux
* **Data and Analytics Tools:** Visual Studio, Jupyter Notebook, RStudio, Tableau, Power BI, SSRS
* **Activities & Interests:** Math, statistics, running, fashion, volleyball, food, traveling, stock/option trading