

FRANCIS TAO

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| PROFESSIONAL SUMMARY

A diligent and ambitious professional in the process of completing a data science certificate, with exceptional communication skills, multilingual ability and passion to become a data analyst. A vast skill set of statistical inferences, machine learning, building time series models, establishing regression models and data visualization.

| WORK HISTORY

Providence Health Care - Data Quality Clerk

Vancouver, BC • 01/2020 - Current

- Worked with data quality and remediation team to audit and complete the health information of clients
- Participated in Paris and Panorama projects and compared the similarity of clients in both health information databases by personal details in systems
- Performed corrections, data entry as well as updates into spreadsheets and databases for over 1500 records, provided suggestions and communicated with different departments such as registry and clinical services to ensure accuracy of data

ECCO Shoes Canada - Brand Ambassador

Richmond, BC • 11/2019 - Current

- Greeted customers, helped to find the wanted shoes, fixed the displays and resolved the return and exchange issues
- Generated more than \$1500 in weekly sales with successful marketing, sales and customer relations approaches

Quest Outreach Society - Office Assistant Volunteer

Vancouver, BC • 05/2019 - 07/2019

- Conduct the data entry work through Excel, L-BOSS and Outlook including spelling check, error finding and update referral clients' information into spreadsheet over 2800 rows for 2000+ organizations as well as general duties

| ACCOMPLISHMENTS

- Machine Learning Personal Project
- Compare the top 9 common venues in each neighborhood in Vancouver and Toronto: Data acquisition and cleanse from 889320 rows of postal codes, longitude and latitude table; K-means clustering; Mapping and visualization by matplotlib

| SKILLS

- PostgreSQL
- MySQL
- SQL
- R
- Python
- SAS
- Tableau Desktop
- Data Analysis
- Data Entry
- Microsoft Access
- Microsoft Excel
- Data Quality
- Outlook

| EDUCATION

The University of British Columbia

Vancouver • 2019

Bachelor of Science: Statistics

- Dean's List Sept 2016 - Apr 2017
- Member of Golden Key Society
- Graduated with 82%

Alexander College

Vancouver • 2016

Associate of Science

Langara College

Vancouver • 2016

Associate of Science

| CERTIFICATIONS

- [IBM Data Science Professional Certificate](#), a 9-course specialization by IBM on Coursera
- [Tableau Desktop Specialist](#) by Tableau Software
- [Machine Learning by Stanford University](#) on Coursera

| LANGUAGES

- English - Full Professional Proficiency
- Mandarin Chinese - Native
- Shanghainese - Native