



FAN YIXI

Enthusiastic, driven to learn quickly and training in the analytics field.
Solid background in project management and supporting team needs.
Flexible and hardworking team player focused on boosting efficiency and performance with conscientious and detail-oriented approaches.

CONTACT

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PROFESSIONAL SKILLS

Languages:

- Python
- SQL
- R
- HTML
- PHP

Applications/Tools:

- Tableau
- IBM SPSS Statistics
- QGIS
- TIBCO Spotfire
- MS Office

Certifications

- AWS Certified Cloud Practitioner

PERSONAL SKILLS

- Event Planning
- Operations Management
- Customer Relationship Management
- Project Management

EDUCATION

Singapore Management University
Expected Graduation: 04/2022
BSc (Information Systems)
Smart-City Management and Technology
Operations Analytics (2nd Major)

Ngee Ann Polytechnic
International Business
2014 - 2017

WORK EXPERIENCE

FUNCTIONAL TESTER, CURAM UPGRADE TEAM

Accenture Singapore | Apr 2018 - Aug 2018

- Performed System Testing (ST) and System Integration Testing (SIT) for the upgraded Social Service Net (SSNet).
- Engaged in outstanding client coordination through managing deadlines and communication between internal and external parties to ensure a smooth delivery timeline.
- Actively involved in the verification of the Functional Design Specifications (FDS) documents.

RESEARCH ASSISTANT, ANALYTICS & INSIGHTS DIVISION

Singapore Tourism Board | Sep 2017 - Feb 2018

- Performed data mining using Excel, SPSS and Qlik Sense.
- Actively involved in the UAT process for the Tourism Data Hub.
- Performed qualitative research on various NTO, proposed recommendations to improve current survey methodologies.
- Managed communications between internal and external stakeholders which includes meeting scheduling, requirements review and defects rectification.

HUMAN RESOURCE INTERN

CDNetworks Singapore | Sep 2016 - Feb 2017

- Performed data analysis on recruitment statistics, proposed recommendations on job posting fundamentals to increase effectiveness.
- Initiated cross-department initiatives - Corporate Gifts 2017, spearheaded the brainstorming and procurement process.
- Managed multiple vendors while maintaining high quality procurement pipeline inclusive of sourcing, liaising and negotiating.

CO-CURRICULAR ACHIEVEMENTS

CO-CHAIRPERSON, STUDENT ORGANISING COMMITTEE

SMU Patron's Day 2020 | Sep 2019 - Feb 2020

- Led the student organising committee in the curation of programmes and experiences, including the robust planning and delivery of the event, catering to approx. 4000 event-goers.
- Facilitated team's communication with other student bodies and stakeholders.
- Hosted SMU Patron and Senior Management throughout their visit to the festival ground.
- Responsible for the building of Student Organising Committee and contributed to the development of the individuals within the team.

HONORARY FINANCE SECRETARY, MANAGEMENT COMMITTEE

SMU Broadcast & Entertainment | Jan - Dec 2019

- Managed the club's finances through budget allocation, expense tracking and invoice creation for club's service engagements.
- Participated in a flagship event, <Bloom 2019> as Finance, Operations and Show Director.
- Awarded 2nd runner up for the "Best Production Award" by SMU Arts Festival 2019 council.
- Responsible for the show curation and coordination between internal and external stakeholders with regards to production specifics.