JANICE LOK

Queens, NY | (347) 854-5905 | nycjanicelok@gmail.com | [linkedin](#) | [github](#)

SUMMARY

Detail-oriented engineer transitioning into data and software development, with a strong ability to collaborate across teams and communicate complex ideas clearly. Experienced in self-learning new technologies and applying them in real-world projects, including Python-driven automation and front-end development. Adept at working in dynamic, cross-functional environments, and passionate about solving data challenges and improving user experiences through innovative solutions.

TECHNICAL SKILLS: Python, HTML, CSS, Javascript, React.js, SQL, Git, Agile/Scrum, MS Office

PROJECTS

Personal Website | [janice-lok.github.io](#)   Feb 2024 – Mar 2024

- Designed and deployed a responsive personal portfolio website using HTML, CSS, and JavaScript, featuring interactive UI elements (collapsibles, flip cards) to enhance user experience.
- Researched and tested optimal color schemes and responsive layouts to enhance aesthetics, accessibility, and usability across multiple devices.
- Implemented version control best practices with Git, ensuring efficient and structured iterative development.

PROFESSIONAL EXPERIENCE

The Fortune Society   Long Island City, NY
Data Entry Specialist   *Apr 2024 – Present*

- Address, clarify, and resolve 40+ data inconsistencies weekly with program and case managers, improving data integrity for court reporting and maintaining audit-readiness for funder reporting.
- Validate 50+ key data fields per program referral to ensure accuracy and completeness before program enrollment.
- Manage and review an average of 8 court reports daily, ensuring timely and accurate submission for court appearances.
- Implement process improvements with IT and database vendor to automate and streamline data entry, reducing manual effort and data entry errors.

ConEdison Clean Energy Businesses   Valhalla, NY
Operations Engineering Intern   *Jun 2022 – Dec 2022*

- Analyzed time-series data and optimized compression parameters for ConEdison's largest solar asset, improving system performance and reducing data storage for internal stakeholders, such as Performance Analytics and Engineering teams.
- Collaborated with IT and Operations using Agile/Scrum workflow to deploy updated data compression standards to TEST/PROD environments, reducing daily archive size of historian by 11%.
- Automated data compression analysis for 100+ time-series data, enhancing operational efficiency and data accessibility.
- Developed and tested proof-of-concept solution to recreate Swinging Door Algorithm in Python using pandas, resulting in 0.6-second speed improvement per query.
- Partnered with a cross-functional intern cohort to research and present key insights on an emerging clean energy topic to senior leadership, driving strategic discussions.

EDUCATION & OTHER

New York University, Tandon School of Engineering   Brooklyn, NY
B.S. Chemical and Biomolecular Engineering   *May 2023*

Other Education: FreeCodeCamp SQL Tutorial – Full Database Course for Beginners
Interests: Weightlifting, Volleyball, Rock Climbing, Photography, Guitar, Learning Languages