

# JINA PARK

DATA ANALYST

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## PROFESSIONAL SUMMARY

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I am a diligent and passionate job seeker with a strong set of organizational skills, actively pursuing an entry-level Data Analyst position. Prepared to contribute to team success and assist in achieving company goals, I am eager to apply my rigorous training in statistical analysis to an intellectually challenging research environment. I am seeking association with a forward-thinking company that will enable me to leverage my skills in a manner that is mutually advantageous for both the organization and me.

## SKILLS

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**Technical Skills:** PyCharm (python), HTML, LaTeX, Microsoft Office (word, Excel, PowerPoint, outlook), R Studio (R programming, R markdown), Adobe Premiere Pro, Adobe Photoshop

**Analysis:** Completed several projects with proficiency in conducting comprehensive data analysis, utilizing statistical methods and data visualization tools to extract meaningful insights and support informed decision-making.

**Communication:** Actively contributed to team projects by organizing meetings, cooperating with peers to create presentations and reports, and delivering presentations to large groups of people.

**Organizational:** With time management skills and a strong attention to details, prioritized tasks to maximize productivity and meet tight deadlines, ensuring accuracy and precision in all activities.

**Language Proficiency:** Native in Korean and proficient in English

## WORK EXPERIENCE

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**Accounting Assistant Intern** - TL ENS Logistic Company, 04/2022- 08/2022

- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Reconciled balance sheet figures in Excel and sought assistance to reduce errors.
- Analyzed and verified employee expense reports for accuracy.
- Balanced and submitted financial reports for review and approval.
- Extracted and manipulated data using Excel.

**Administrative Assistant**, The Foot Shop, 09/2018 - 09/2020

- Executed record filing system to improve document organization and management.
- Created and maintained databases to track and record customer data.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.

## EDUCATION

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**University of Calgary**, Canada; 09/2020 - 05/2023

- Bachelor of Science in Mathematics with Concentration in Statistics

## PROJECTS

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Projects can be found in my portfolio on [GitHub](#)

## RELATED COURSES

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**Introduction to Computer Science:** Applied Python for problem-solving and designing small-scale computational systems.

**Introduction to Stochastic Processes:** Explored Markov chains, limit distributions, state classification, Poisson processes, continuous-time Markov chains, Brownian motion, and Renewal theory, establishing a solid base for advanced probability theory and system modeling.

**Introduction to Biostatistics:** Completed key aspects of biostatistics such as Descriptive Statistics, Graphical Presentation of Data, ANOVA, Study Designs, Contingency Tables, Measures of Association, Significance Tests, Categorical Data Analysis, Regression, and Time-to-Event Analysis.

**Actuarial Models:** Explored actuarial models, discrete distributions, and aggregate loss models with a focus on frequency, severity, and coverage modifications.

**Monte Carlo Methods and Statistical Computing:** Gained proficiency in statistical computing, random number generation, Monte Carlo methods (with emphasis on variance reduction techniques and definite integral computation), optimizations, and numerical integrations, enhancing skills essential for advanced data analysis and computational modeling.

## EXTRACURRICULAR ACTIVITIES

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**USpeak** - Language Sharing Program (Spanish-Korean exchange)

- Practiced and improved language skills with a partner
- Supported my partner in improving her language skills through feedback on regular meetings
- Engaged in monthly social and language development events
- Attended new participant training session
- Submitted mid-semester and end-of-semester progress reports
- Completed ongoing goal-setting and reflection activities

## ORGANIZATIONS

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**Mathematics and Science Club, Canadian International School, Bangalore, India**

- Team member

**Bio Club, Canadian International School, Bangalore, India**

- Team member

## CERTIFICATES

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**Excel Workshop**

- Successfully finished 3-day workshop on excel.

**International Baccalaureate (IB) Diploma – Canadian International School in Bangalore (CISB):**

- Attained the IB Diploma, reflecting a rigorous and globally recognized education emphasizing strong analytical skills and a comprehensive academic curriculum.

## INTERESTS

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**Pilates:** To maintain overall well-being, foster flexibility, and contribute to leading a balanced lifestyle.

**Education and Training:** Currently enrolled in the 'Google Data Analytics Professional Certificate' course to acquire skills such as Tableau and SQL, and to enhance my proficiency in R, Excel, and analytical skills.

**Travelling:** Passionate about exploring diverse cultures and environments, fostering adaptability and a natural affinity for connecting with people from all walks of life.