Jonathan Tan | jtsz5057@gmail.com | 0410 575 057 | Address: Eight Mile Plains

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SKILLS

Programing: Python (pandas, requests), SQL
Software: Qlikview, MS Excel & Access, Jupyter Notebook, Google Analytics, Mailchimp
Languages: English**,** Mandarin Chinese, Cantonese, Bahasa Malaysia

EDUCATION

The University of Queensland   **Grad: Dec 2018**
Master of Commerce, majoring in Information System
Relevant Coursework: SQL Database, Data Analytics for Business, Statistics, Introduction to Python Programming

Queensland University of Technology   **Grad: Dec 2014**
Bachelor of Business, majoring Finance & Economics

WORK EXPERIENCE

I Property Realty (Full Time)   **Nov 2018 to Jul 2021**
Administrative & Assistant Property Manager
- Coordinated entry/migration of property information for a portfolio of 400+ properties into SaaS programs and established reporting protocols for maintenance requests, rent arrears and key lease date tracking and accounts (AR/AP), thus increased administrative efficiency by 30%.
- Actively advertised rental openings and acquiring 10+ applicants per week resulting in reducing vacancy rate by 30%
- Implemented organized system to track data from rental enquiry and incomplete tenancy application, resulting in elimination of 15+ hours of work per month.
- Transferred communication method with virtual assistant from email to trello.com to simplifying email chains by saving 5+ hours weekly on phone calls and email.

Citipointe Christian College   **Feb 2018 - Nov 2018**
Internship
- Liaised with Marketing Manager by meeting its target by reaching 34,966 impressions and 284 clicks from facebook ads.
- Assist marketing officer in performing ad hoc reporting to evaluate effectiveness of the marketing campaigns.
- Supporting development team in helping extract and summarize relevant data from Education Geographics database.
- Provided assistance in online campaigns and monitoring web traffic data via google analytics.

Analytical Intelligence Solutions (M) Sdn Bhd   **Dec 2015 - Mar 2016**
Business Intelligence Developer (Internship)
- Participated in proof of concept banking application of reports and dashboards for Malaysia's second largest bank (CIMB) using **Qlikview**
- Worked with ETL team and business analysts to procure requirements for data modeling, design and development.
- Researched, analyzed, and understood the entity business flow in order to facilitate the prototyping.
- Designed user interface based on the business requirements and business rule/logic.

PERSONAL PROJECT

Twitter Analytics project - Still in progress
Online course project focused on data wrangling methods in collecting, cleaning and analysing data.
Tools used: Python request library to access Twitter API and Jupyter notebook for environment