

# Kelsie Liu

Entry-level data analytics professional; pending completion of the Google Data Analytics Professionals Certificate (7 of 8 courses completed). Excellent understanding and proficiency of platforms for effective data analysis. Strong communication, organizational and analytical skills, dedicated and passionate.



## IT Certifications

### In Progress

#### Google/ Data Analytics Professional Certificate

- Completed 7 out of 8 courses extensive six months job-ready Google Career Certificate training. Demonstrated hands-on experience with data cleaning, data visualization, R programming language, project management, interpreting and communicating data analytics findings. Confidence in transforming complex data into actionable and clear insights.

### 2021-12

#### Python for Everybody Specialization (University of Michigan)

- Demonstrated the basics of how one constructs a program from a series simple instruction in Python, using Python to access web data and using databases with Python. Confidence in retrieving, processing and visualizing data with Python.



## Technical skills

### Data Extraction

- Hands-on experience with Python to extract web data (HTML, XML, JSON) using libraries such as `urllib`, `json`, `re`
- Experience with Google Cloud BigQuery and SQL statements to extract dataset

### Data Cleaning

- Experienced with BigQuery and RStudio
- Working knowledge of writing Microsoft Excel and Google Sheet functions for parsing data

### Data Analysis

- Proficient with pivot tables, filtering/sorting, and functions in spreadsheet applications (Microsoft Excel and Google Sheets) to aid in analysis

### Data Visualization

- Performed data visualization on data set using Tableau and Excel charting feature
- Experienced with RStudio using ggplot and geom functions to viz

### Software and Tools

- **Development Tools:** Git (GitHub), Visual Studio Code, SQLite, Tableau, Atom, RStudio
- **Collaboration Platforms:** Webex Meeting, Google Meet, Zoom
- **Project Management Tools:** Asana



## Contact

### Location

Hong Kong

### Phone

6168-5876

### E-mail

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### LinkedIn

[www.linkedin.com/in/kelsieliu](https://www.linkedin.com/in/kelsieliu)

### Website:

<https://github.com/kelsieliu>



## Languages

### Cantonese

●●●●●  
Excellent

### English

●●●●●  
Very Good

### Mandarin Chinese

●●●●●  
Very Good



## Education

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2019-09 -  
2022-08

### **Bachelor of Arts: Language and Translation**

*Hong Kong Metropolitan University - Hong Kong*

Fulfilled all graduation requirements and will be graduating in mid-August 2022.

2012-09 -  
2014-08

### **Associate of Science: Chemistry**

*HKU SPACE Community College - Hong Kong*



## Work History

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2019-01 -  
Current

### **Customs Officer**

*Hong Kong Customs and Excise Department*

Responsible for the law enforcement activities relating to revenue protection and collection, anti-narcotics, anti-smuggling and intellectual property rights protection.

Correlate with internal database for searching shipment details, e.g. airway bill number, description of items, etc.

2017-08 -  
2018-12

### **Counter Service Officer (Citigold Private Client)**

*Citibank Hong Kong Limited*

- Provided quality service to about 20 bank customers who originates from various parts of the world per day: mainland China, Hong Kong, United States, Australia, UK.
- Performed efficient and accurate banking transactions with Citibank Eclipse system, including managing cash supply for the branch, processing incoming/outgoing cash deposits, and maintaining branch vault cash for about 5-10 million HKD

2015-09 -  
2017-06

### **Counter Service Officer**

*Hang Seng Bank Limited*

- Provided quality service through efficient and customer-friendly counter transactions with internal system, about more than 50 transactions per day
- Delivered banking services and solutions by understanding customer needs and making about 5 referrals to sales team per day

2014-08 -  
2015-06

## Marketing Executive

*PCCW Media Limited*

- Assisted with technology department for UAT to ensure software can handle real-world tasks and perform up to development specifications
- Developed new branding strategies and marketing collateral to foster business development and achieve revenue targets, with 5-10% increases in productivity per month



## Interests

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Hiking, Jogging, Reading, Music, Movies