Lachlan Young

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PROFESSIONAL EXPERIENCE

City Facilities Management   **April 2021 – June 2022**
Accounts Administrative Assistant   *Mulgrave, VIC*

- Administrative role following up Coles maintenance accounts to ensure data accuracy and prepare accounts for invoicing.
- Transitioned to a data entry role logging Coles, Kmart and Target's COVID-19 test reports (July 2021)
    - Identified accounts and data-entry tasks could be automated. Used Excel Macros to automate most of my tasks and invested spare time into self-teaching Python aiming to fully automate both roles.
- Within 2 weeks of starting Python, built an application that reduced overdue account identification time from 2 minutes to 5-8 seconds.
- In October 2021, built a final Python application using Panda's, NumPy and PyQT GUI to automatically follow up on overdue accounts every Monday.
    - **Python application has turned the overdue accounts process into a previously 120-hour task into 5-minute automation**.
    - The program was used to cover all 35000 maintenance accounts weekly. Manually, the team of 4 could only cover 15000 jobs weekly.
    - **Python automation led to a 233% increase in output in 0.07% of the time.**
- Wrote other small Python scripts that automated admin/data entry & validation work, including:
    - Entering 250-300 COVID-19 tests for Kmart team members daily in the background which would otherwise take 3-4 days of manual work.

Consulting Implementation Services   **July 2018 – May 2021**
Administration Assistant   *Docklands, VIC*

- Prepared grant applications for clients' infrastructure and research projects
    - In July 2020, prepared a 7-year budget for $100 million of client cash and in-kind contributions towards a workplace mental health grant led by Bupa, RMIT and Swinburne universities
    - Responsible for proofreading and submitting final documents outlining the intent and actions of clients' projects

Burton and Garran Hall Members Association (BAGMA)   **December 2018 – December 2019**
Treasurer   *Acton, ACT*

- Collegial position at ANU, managing a budget of $120,000 to deliver social events to 500 residents.
- Reformed financial reporting requirements to fortnightly updates of transactions and quarterly updates at general meetings of the association's overall position.
    - Comfortably met 35 people attendance quotas for general meetings which were not met in previous years, and improved community scrutiny of expenses.
- Voted association MVP at college awards night by the residential body.

Woolworths Supermarkets   **June 2015 – July 2018**
Nightfill Team Member/Front End Team Member   *Wheelers Hill, VIC*

- Worked in the grocery department, filled shelves in teams of 4-8 co-workers.
- Promoted to manage inventory in mid-2017 delegating nightly load of 20-40 cages among the team.

EDUCATION

Australian National University   **February 2018 – June 2021**
Bachelor of Commerce (Economics and Finance Majors)   *Canberra, ACT*
- Extensive quantitative training in statistics, econometrics and mathematics beyond course requirements.
    - Skills include multiple regression modelling, hypothesis testing, probit/logit modelling, linear & matrix algebra for large data sets, time series forecasting, and panel data modelling.
    - Used Stata and R in Econometrics courses to run regression models and analysis T-Statistic tests
- High distinction average of 82% in Finance major. Distinction average (70%) in Economics major
    - Top of class (93%) in second-year financial derivatives unit.
- Active resident at Burton and Garran Hall while studying at ANU.
    - Participation in ultra-distance running, member's association, basketball and other sports

Brentwood Secondary College   **Graduated: 2017**
Victorian Certificate of Education   *Glen Waverley, VIC*
- ATAR: 93.60. Dux for Legal Studies, Economics, History and Global Politics.
- Extra-curricular participation in school cycling, debating, basketball, swimming and outdoor education.

PERSONAL ACHIEVEMENT

Bibbulmun Track (1000KM)   **August 2022 - September 2022**
Te Araroa Trail (3000KM)   **October 2022 – March 2023**
- Adaptability & Resilience: Overcame mental and physical challenges during two long-distance hikes, building mental fortitude and adaptability in unforeseen circumstances.
- Teamwork & Relationship Building: Cultivated strong relationships with fellow hikers. Discovered a new-found appreciation for the significance of personal connections in well-being and happiness.
- Goal-Oriented & Reflective: Demonstrated long-term goal-oriented mindset and used self-reflection to evaluate past experiences, future goals, and personal values during both hikes.

SKILLS & INTERESTS

- **Programming Skills**
    - **PORTFOLIO: www.loc.codes**
    - **React:** Developed multiple applications using Node.js, hooks, and components. Can debug React class components in legacy codebases.
    - **HTML, CSS:** Built many responsive webpages that include forms, styled with CSS Flexbox & Grid.
    - **Python**: Strong understanding of standard library, selenium and other automation libraries. Have used data science libraries such as NumPy, Pandas and Matplotlib in multiple projects.
    - **Git, Bash, VS Code:** Proficient in computer ecosystem tools used in enterprises.
    - **R & Stata:** Can run basic tests and build many types of regression models.
- **Skills:** Quantitative Skills, Problem-Solving, Self-Guided Learner, Critical Thinking, Communication.
- **Interests:** Hiking, Surfing, Trail-Running, Cycling, Programming, Reading, Cards.

REFERENCES

- References available upon request