**Longbo Xian**

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**PROFESSIONAL SUMMARY**

* UTSC **BBA (Management)** student targeting **student internship in banking/finance —** Strategy&Projects / **Enterprise PMO** / **Wealth Management Analytics**. I turn ambiguous asks into clear requirements, sprint plans, and KPI dashboards.
* Controls‑first approach: reconciliations, audit‑ready documentation, and stakeholder reporting. Tools: Excel (Power Query, PivotTables, XLOOKUP, INDEX‑MATCH, SUMIFS), Power BI, SQL, Python (basic). English & Mandarin

**EDUCATION**

**University of Toronto Scarborough — BBA, Management (Sep 2023 – Apr 2027 expected)**

UTSC Entrance Scholarship **$12,000**. Selected: **Corporate Finance**, Financial Accounting, Business Analytics (Power Query), **Data Visualization (Power BI)**, Communications for Managers

**EXPERIENCE**

**Robotic Sales Specialist (Sales & Operations Coordination)— Miner Handcrafts Co.**

Regina, SK | 2022–2023

* Built weekly KPI packs for 4 managers (variance, risks, next actions), cutting late shipments **18%** in 3 months.
* Ran daily order reconciliations with EOD checklists across **180–220 orders/month**, driving **zero** unresolved exceptions and audit-ready evidence.
* Standardized quote → pick/pack → ship SOPs and RACI; reduced rework **25%** and cycle time **8%** quarter-over-quarter.
* Led weekly cross-functional standups; **90%+** action items closed on time for **12** straight weeks

**SELECTED PROJECTS**

TianQi Technology **— IRCC‑Compliance Website, Project Manager** | Feb 2022 – Nov 2023

* Converted **IRCC web compliance** (privacy/accessibility/security/records) into 12 user stories with acceptance criteria; passed Nov 2023 compliance review on first submission.
* Coordinated 5-person contractor team; owned backlog, **QA/UAT**, and cutover; captured version-controlled artifacts and decision logs.
* Integrated a simple **audit trail** (content approvals, order logs) to reduce post‑launch defects and support ongoing compliance
* Instituted quarterly **accessibility/privacy** checklists post-launch to maintain IRCC compliance

**Skills & Tools**

**Project/Process:** Requirements, User stories, backlog, sprint-planning, RACI, SOPs, SIPOC, UAT/QA, stakeholder reporting.

**Data/Analysis:** **Excel** (Power Query, Pivots, XLOOKUP/INDEX-MATCH,SUMIFS), **Power BI** (measures/visuals), **SQL** (SELECT/JOIN/GROUP BY), **Python**/pandas (basic).

**Risk & Controls:** Daily reconciliations; checklists for accessibility/privacy/security; clean audit evidence.