(C) 416-786-1088 (E) njasonlee@gmail.com

EDUCATION

**Bachelor of Business Administration (B.B.A)** 2008-2012

University of Toronto at Scarborough

Specialist Management and I.T.

PROFESSIONAL DESIGNATION

**CFA candidate**

SKILLS SUMMARY

* Excellent technical skills and superior proficiency in MS Excel (VBA, Macro, Pivot Table), and MS Office Suite (Word, Access, Publisher, Visio, PowerPoint), SharePoint, Bloomberg.
* Exceptional communicator who can effectively convey complex technical information both verbally (provided training for various audiences) and in writing (technical writing).
* Proven attention to detail by identifying issues non-compliant to Policy and Procedures.
* Self-starter with strong work ethic who takes initiatives to continuously improving current process.
* Proven ability to adapt to evolving requirements by merging three databases in only one week even with last minute change.
* Resourceful team player with strong prioritization skills who successfully juggled multiple concurrent projects with tight deadlines and coordinated daily deliverables.
* Technical writer who quickly grasps new concepts and created over 100 documents for entire brewery with minimum supervision.

EMPLOYMENT EXPERIENCE

**Continuous Improvement (Doc Control) Specialist**

*Molson Coors Canada-Toronto Brewery 2013-2014*

* Established superior problem solving and analytical skills by analyzing large data sets (Excel) to migrate various databases.
* Improved compliance by 30% through data points collection and performance evaluation reporting against Key Performance Indicators (KPIs).
* Acted as Expert User and provided training and oversight for line managers and team leaders of current systems (SharePoint) and procedures.
* Closely monitored and reviewed problems escalated and responded to critical requests in an accurate and timely manner.
* Published documents with proper formats and metadata in order to be compliant with Doc Control Policy and Procedure. Ensured documents integrity and access side-wide.
* Applied advanced MS Excel skills and automated spreadsheets by developing macros and functions (VBA programming) to increase project efficiency.
* Able to communicate through various methods (email, phone, in-person) with different Business Units and raise doc control and training knowledge across employees and staffs.
* Successfully improved current process and system, increasing efficiency by 80%.