Louis Mineo @ Linn Min Htoo

Block 312C #10-195 Clementi Ave 4, Singapore 123312 | +65 98253933 | louismineo@gmail.com

# Summary

* Flexible and experienced data analytics graduate willing to learn new technologies. Commendable skills in statistical languages, SQL and Tableau. Ability to work in different work environments and provide data-driven solutions.

# Education

## Diploma | Singapore polytechnic April 2016 – April 2019

* Diploma in Financial Informatics

## Diploma Plus | Singapore polytechnic October 2016 – August 2018

* Certificate in Software Programming and Applications

## GCE ‘o’ Level | Canberra Secondary school JAnuary 2012 – November 2015

* Obtained GCE ‘O’ Level

# Skills & Abilities

## Technology and Software knowledge

* Highly Proficient in Tableau
* Proficient in Python, R, SQL, Microsoft Visual Basic for Applications (Excel VBA)
* Knowledgeable in Microsoft Access and SalesForce
* Trained in Microsoft Office Applications (Word, PowerPoint, Excel)
* Fundamental knowledge in Google Analytics

## Communication

* Proficient in English (Spoken & Written)
* Able to converse in Mandarin / Chinese (Spoken)

## Leadership

* Vice President of DFI Chapters
* Tasked with organizing course centric events
* Such as Freshman Orientation Program and Course Bonding Day
* Managing manpower and delegating tasks to members
* Collaborated with other courses for events

# Projects

## ASEAN data Science Explorers 2018

* Generated data-driven Visualizations with SAP, to solve underlying issues that every country in ASEAN can help and benefit in union

## SingaPORE university of social sciences -Microsoft Hackathon 2018

* Used R create an automated system to optimize the delivery order assignment and route schedule for a company specialising in food order delivery services, to improve their delivery order assignment process.

## Final Year Project

* Used Tableau to convert raw data into useful business insights, as well as applied excel skills and programming skills to help provide business solutions for Liqui Moly.

## Essential Programming

* Utilize Java programming, CSS & HTML coding connecting to a SQL database to design a ecommerce website that are aimed at PC enthusiasts

## Business Analytics

* Used Microsoft Excel to create dashboards for a business case, applying Excel VBA programming to smoothen the process.

## Predictive Analytics

* Used Visual Basic Application under Windows to create a program in Excel, as well creating macros for added efficiency in Excel.
* Learned Tableau visualizations and making of dashboards for added business intelligence.
* As well as using R to give data driven insights for a business case.

# Working Experiences

## Digital Analytics Assistant | axa Insurance Singapore  February 2017 - July 2019

* Generating high-level Dashboards that are utilized day-to-day by employees of all departments.
* Teaching and onboarding of Interns
* Designing scripts to automate time-consuming data extraction.
* Analyze report findings and insights to manager about results of certain A/B tests.

## Digital Analytics intern | axa Insurance Singapore  September 2017 - June 2019

* I was tasked to generate Dashboards that are specifically aimed to track digital marketing performance and efforts, as well as the performance of digital insurance products sold on site.
* Design and maintain dashboards and reports which provide actionable insights that help our internal stakeholders make important business decisions.
* Implemented a new process to help manipulate, process, alter, recalculate given data and also as a workaround to utilize data to create even more complex calculations and visualizations that are limited by legacy software. (i.e : R Scripts)
* Analyse and quality check data to uncover trends and correlations impacting the effectiveness of digital efforts from short term advertising partnerships to new marketing campaigns and website redesigns.

## Sales Asscociate | MArks & Spencer December 2015 – March 2016

* Being a Temporary Sales Associate for both the food and menswear departments, I was tasked with the day to day tasks such as opening and closing of cashiering systems, managing transactions and attending to customer’s enquiries. Over the course of 4 months of working, I have received a handful of feedback forms that commended me on my excellent customer service.

# Achievements

## Certificate of First Runner up ASean Foundation

## (ASEAN Data Science explorers 2018) september 2018

## Certificate of service, Vice-President dfi chapters, Signapore Polytechnic

## June 2017 – June 2018

## Certificate of Bloomber market Concepts Signapore Polytechnic

## December 2017

# References

# Mr Tan Horng-Ping, Ryan Miss Evangeline Tan

# Lecturer Senior Manager, Digital Commerce

# Singapore Polytechnic AXA Insurance Singapore

# 96874181 91798329

# [tan\_horng\_ping@sp.edu.sg](mailto:tan_horng_ping@sp.edu.sg) evangeline\_tan@axa.com.sg