

# OOI MEI YIN

## Data Analyst

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### Profile

Transitioning from a career in teaching industry and seeking a full-time role in the field of data analytics

### Skills

- Python
- SQL
- Google Analytics
- Tableau
- Google Sheets
- SPSS

### Work Experience

#### MySTEP Trainee - Management Associate

TalentLabs

June 2022 - Oct 2022

- Worked with Business Development and Partnership team to accelerate revenue and growth.
- Monitored projects to ensure that milestones and performance indicators were met as per the agreed time frame.
- Facilitated students' learning process pre-, post- and during courses.
- Cleaned and analysed dataset using spreadsheet and Python to provide insights to the company.

#### Behavioural Therapist

Adapt Enrichment Center

Jan 2021 - Jan 2022

- Developed a learning plan (IEP) based on each students' skills with supervisors which resulted in each student improving in certain target skills.
- Updated supervisors and the team of 5 on the student's learning progress which enable the team to introduce new topics or programs for the student.
- Organised and recorded files for easier access for the team by storing them online and on files for each individual student.

#### Intern

Autism Link

Sept 2020 - Nov 2020

- Assisted therapists in 1-1 individualised program and in a class of 6 by providing extra assistance to help student reinforce learning concepts presented by the therapists.
- Assisted in preparation of materials for lessons such as worksheets and play materials for a classroom that consist of 5 students in a day.

#### Vacation Trainee

KPMG Business School Malaysia

May 2019 - Jul 2019

- Assisted the L&D (learning and development) coordinating team and supported all technical, non-technical and technology based learning programs such as Virtual Classroom (VC) and webinar which resulted in the classes running smoothly.
- Maintained accurate staff training records in the Global Learning Management System (GLMS) that enable other staffs to find and read the records easily.
- Performed other administrative duties, maintaining student records for professional exams and firm onboarding.

### Education

#### Master of Child Psychology

UCSI University

2019 - 2020

#### Bachelor of Psychology

HELP University

2016 - 2019

#### Foundation in Science

HELP University

2015 - 2016

#### Sijil Pelajaran Malaysia [SPM]

Sek. Sri Acmar

2015 - 2016

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## Certification

### Google Data Analytics Professional Certificate

Sept 2022 - Current

Google, Coursera

- Cleaned and organised data for analysis using spreadsheets, and SQL.
- Learned key analytical skills such as data cleaning and analysis.

### Data Analytics and Visualization Virtual Experience

Aug 2022

Accenture

- Merged and cleaned data with Python.
- Visualise data with Tableau.

### Foundation Certificate in Data Analytics

Apr 2022 - May 2022

TalentLabs

- Created a tic-tac-toe using python.
- Designed a database for a e-commerce platform, drew an ER Diagram based on the design and implemented the database in SQLite.
- Explored the Titanic database using SQL in SQLite and created a report which answers some of the questions such as survival rate in terms of social economy status and gender.
- Did data wrangling and analysed data using google sheets and created data visualisation on Tableau. The visualisation was then presented in front of a class of 20 people.

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## Reference

Available upon request