

Michael Ip

michaelip2.github.io/blog/

U.S. Citizen

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EXPERTISE AND CORE COMPETENCIES

- Data collection, cleaning, and analysis
- Proficiency in Excel & SQL Server
- Tableau dashboard building
- Project management
- Layman-accessible technical translation
- Structured problem-solving mindset

RELEVANT PROFESSIONAL EXPERIENCE

Fenway CDC — August 2017 - Current

Data Analyst Intern

- Cleaned, compiled, and validated annual fundraising data using Excel pivots tables
- Summarized funders' data to show year-over-year contribution growth and segmented gift size
- Identified actionable insights through type of funders' participation and churn rate
- Produced marketing communications material for community investment proposal
- Prepared financial budget for events and forecasted potential revenue and marketing expenses
- Liaised with funders to process community investment tax credit forms

Dumpling Cafe — May 2012 - Current

Business Manager

- Handled AP and reconciliation under bank/cash accounts
- Maintained vendor list and requested proper approvals for resupply
- Tracked business operations with daily sales reporting
- Managed payroll and onboarding procedures for all employees

Emerson's Shoes — August 2015 - April 2016

Shipping and Receiving Clerk

- Led collaborative development in coupon marketing project by identifying customer buying trends
- Monitored multi-line telephone system to offer quality communication and customer support

PERSONAL SIDE PROJECT

Social Security Admin Names Analysis and Visualization — April 2017 (*Hosted on personal blog*)

- Aggregation from SSA database to create distinct ranking of popular names by year, state, and gender using SQL Server
- Designed overlay of top ranking name across an interactive map of the United States in Tableau Public

EDUCATION

University of Massachusetts Amherst — August 2014

- Bachelor of Science, Resource Economics

TECHNICAL SKILLS

- MS Excel (macros, nested if statements, pivot tables, & vlookups)
- MS SQL Server (joins, indexes, stored procedures, & views)
- Google Analytics
- RStudio
- Tableau Public

INTERESTS

Carbs