



# Mihee Park

## Business Analyst / IT Consultant

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### Education

Bachelor of Arts: **Psychology** (2014) - **University of British Columbia**, BC, Canada

### Certifications

Data Science and Analytics (2020)– Georgia Institute of Technology, GA, The U.S.

Programming Languages & Relevant Skills: **Python (Pandas, Numpy, Scikit-learn, etc.) SQL, JavaScript, HTML5, CSS, Leaflet, D3, Tableau, Machine Learning.**

- Finished the program with the highest grade of all classmates.

### Experience

**Business Analyst/IT Consultant** - 08/2022 to 08/2023

**ShearwaterKorea**, Seoul

- Cooperate with clients to implement models in the system, called Workday Adaptive Planning designers to create clean interfaces and simple, intuitive interactions and experiences.
- Merge and clean data that clients used to manage in Excel so that all data can be managed in an effective way within the system.
- Utilize elements including dimensions, versions, and attributes to analyze data with various perspectives.
- Work with other developers to integrate data in another system such as SAP with the models in the system.
- Select necessary data using SQL and transfer them into the system.
- Work with clients to understand the user requirements and layout and create customized reports and dashboards to provide better insights on data.
- Carry out quality assurance tests to discover errors and optimize usability.
- Set up the first page of the website using HTML 5 and CSS so that they can access to the reports or training materials from the first page.
- Create PowerPoint, Words, and Video training manuals and delivers how to use the Adaptive System both in-person and online.
- Take part of projects in both Korea and Singapore as a bilingual.

## ● Projects

### 1) Seegene Medical Foundation

- Duration: 6 months
- Communicated with the clients to understand their financial and other data correctly then analyze the data models how they can be implemented in the system.
- Developed models to manage variety of data, mainly about incomes and expenses across branches, medical tests, and hospitals.
- Provided enhanced insights on which factors are taken into consideration using reports and dashboards (i.e. how diseases like COVID have influenced on the profit and loss in general)

### 2) Kakaopay

- Duration: 3 months
- Worked as a project manager for this project.
- Collected data that used to manage in several excel files into a simpler yet efficient model in the Adaptive system.
- Developed a model that clients can keep track of projects in case that their budgets have changed throughout the year.
- Analyzed data to extract valuable insights. Improved faster decision making on budget.

### 3) National Gallery Singapore

- Duration: 3 months
- Cooperate with clients and teams from Singapore to understand their business needs and project scope.
- Developed models to manage the data not only finances but also other management such as venue rental in the gallery.
- Offer an idea how to manage data clean even if each department input and manage their own data without those being polluted.
- Diminish process gaps and encouraged productivity by arranging the workflow of the financial team.

## ● Language Fluency

- English - fluent
- Korean - native

## ● Skill Highlights

- Project management
- Strong decision maker
- Responsible
- Complex problem solver
- Innovative
- Initiative

## ● Additional Experience

**English Language Instructor** - 07/2017 to 11/2019

**PagodaOne**, Gangnam, Seoul

- Delivered instruction in English encompassing business English, TOFEL and daily conversation upon each student's needs.
- Monitored each student's progress and improved instruction methods by using various strategies.
- Stayed one of the highest booking rates

**English Teacher**- 11/2016 to 11/2017

**ChildU**, Songpa, Seoul

- Increased ESL students' reading, writing, and speaking levels by integrating standard curriculum.
- Assessed student progress and provided feedback to improve performance and establish academic success.
- Supported student skill development in alignment with personal and academic goals.

**Office Assistant** - 06/2014 to 12/2014

**T-brothers Tradition Company**, Coquitlam, BC, Canada

- Interacted with customers by phone, email, or in-person to provide information.
- Assisted keeping cashflow flowing and managing inventory using MYOB
- Organized events and meetings to maximize capacity and keep event venues running smoothly.
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.

## ● Interests

- Cats
- Books
- Pilates
- Golf