

Ngai Oi Lam, Venus

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SKILLS

Programming Skills: Python, Pascal, VBA Macros, Java, HTML, CSS, JavaScript

Database Design: VBA, SQL

Data Analysis: R, SAS, SAS EM,

Computer Skills: Word, Excel, PowerPoint, Access

EDUCATION

City University of Hong Kong (CityU)

Sept 2020 – Jun 2024[anticipated]

B.B.A. in Business Analysis (BANL) and Minor in Computing (Comp)

Hong Kong

- Relevant Coursework: Database Systems, Data Visualization, Java Programming, Enterprise Data Mining, and Risk Management

Hong Kong Community College (HKCC), The Hong Kong Polytechnic University (PolyU)

Sept 2019 – July 2020

A.D. Accounting (ACC) - cGPA: 3.7/4

Hong Kong

WORK EXPERIENCE

SF Supply Chain Hong Kong Limited (Aviation Sector)

Jun 2022 – Aug 2022

Data Analysis (Summer Intern)

Hong Kong

- Modeled 6 BI reports for analyzing teams' operations
 - Collaborated with team leaders, collected requests, and monthly maintained BI reports and datasets to accommodate business needs
 - Cleaned +1000 rows of daily and monthly inventory transactions databases and 3+ operational datasets for Reported employees' and teams' performance and enhancements
 - Explored and Modified data marts using star schema from Power BI
 - Comprehended business requirements in a BI context that provide accessible information for KPI, employees' work-performance evaluation, and problem-solving

The Chinese University of Hong Kong

Dec 2021 – Jan 2022

Program for the Gift and Talented - Part-time Teaching Assistant

Hong Kong

- Supported 20+ primary students with emotional/behavioral problems and tackled their problems during the learning process
- Assisted class teachers in the education process and maintained order in class

LEADERSHIP EXPERIENCE/ OTHER ACHIEVEMENTS

City University of Hong Kong – BANL Student Mentoring Scheme 2022/2023

Aug 2022 – Aug 2023

Student Mentor

Hong Kong

- Assisted mentees in adapting to the new student life by sharing their experience on both academic and non-academic issues
- Familiarized students with campus resources.

City University of Hong Kong - Fintech and Analytics Talent Training Program

Feb 2022 – Jun 2022

- Acquired Basic Python programming knowledge and Blockchain concept
- Developed 10+ simple calculation algorithm and a game with Python

LANGUAGES, QUALIFICATIONS & INTERESTS

Languages: Native in Cantonese, Proficient in English and Mandarin

Qualifications: [Certificate in Website Development](#) - Dec 2022

[Microsoft Office Specialist: Excel Associate \(Excel and Excel 2019\)](#) -Oct 2020

Interests: skiing, ice skating, playing piano, and swimming