

Ngai Oi Lam, Venus

(852) 54075127 | oilamngai@gmail.com | olngai2-c@my.cityu.edu.hk

LinkedIn: <https://www.linkedin.com/in/venus-ngai-7104901b1> Personal Website: olngai.github.io/Venus-Profile

EDUCATION

City University of Hong Kong (CityU) B.B.A. in Business Analysis (BANL) and Minor in Computing (Comp) • Relevant Coursework: Database Systems, Data Visualization, Java Programming, Enterprise Data Mining, and Risk Management	Sept 2020 – Jun 2024[anticipated] Hong Kong
Hong Kong Community College (HKCC), The Hong Kong Polytechnic University (PolyU) A.D. Accounting (ACC) - cGPA: 3.7/4	Sept 2019 – July 2020 Hong Kong

WORK EXPERIENCE

SF Supply Chain Hong Kong Limited (Aviation Sector) Data Analysis (Summer Intern) • 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	Jun 2022 – Aug 2022 Hong Kong
The Chinese University of Hong Kong Program for the Gift and Talented - Part-time Teaching Assistant • 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	Dec 2021 – Jan 2022 Hong Kong

LEADERSHIP EXPERIENCE/ OTHER ACHIEVEMENTS

City University of Hong Kong – BANL Student Mentoring Scheme 2022/2023 Student Mentor • 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.	Aug 2022 – Aug 2023 Hong Kong
City University of Hong Kong - Fintech and Analytics Talent Training Program • Acquired Basic Python programming knowledge and Blockchain concept • Developed 10+ simple calculation algorithm and a game with Python	Feb 2022 – Jun 2022

LANGUAGES, SKILLS & 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

Programming Skills: Python, Pascal, VBA Macros, SQL, R, Java, SAS, SAS EM, HTML, CSS, JavaScript

Computer Skills: PowerBI, Word, Excel, PowerPoint, Access

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