QUINCY KAO

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Professional Summary

- A self-motivated continuous learner with critical thinking skills and creative ideas
- Ability to work effectively in a virtual, fast-paced, operational environment
- Excellent verbal and written communication skills showed through presentations
- A team player by taking initiative and strong interpersonal skills to maintain effective working relationship with co-workers
- Strong organization and planning with multiple tasks on hand
- Interest in big data and data visualization
- High ethical standard and handle any given tasks in a professional manner
- Bilingual: Fluent in English and Cantonese

Technical Skills

- Basic python
- Power bi
- Microsoft Office (MS Office Applications)
- Basic Informatica
- VBA (Visual Basic)
- Power Query
- Basic SQL knowledge
- Javascript,Html,CSS

Education & Certifications

3rd-year Financial Mathematics Co-op Program | Bachelor of Science | Ryerson University   **Sep 2017 – Current**

Certificate in Data Analytics, Big Data, and Predictive Analytics | Ryerson University   **Apr 2019-Current**

Professional Experience

Data Management   **Sep 2020 – Dec 2020**
CAAT Pension Plan

- Basic experience with using Informatica to build mappings and ETL jobs
- Used Power bi to build a membership count report
- Used Sql for data quality check to improve data integrity
- Implemented the meta data tool to provide consistent information describing the underlying data across the business
- Researched issues with regarding to automating reports with excel and power bi and process documentation

Investment Analysis Assistant   **Jan 2020 – Aug 2020**
OPSEU Pension Trust

- Updating company value add and daily performance benchmarks reports, following proper procedures
- Completed a project by working collaboratively with different teams, following investment policies and procedures
- Created and presented power bi Projects and Excel reports for Performance, management and analytics purposes
- Analyzed calculations for performance and return of benchmarks using excel
- Power bi projects: Automated daily market performance dashboard, benchmark and investment strategy performances
- Visual Basic Project: Automated open corporate action report, using Finance and programing/coding knowledge
- Power Query: Automated Valuation Rec, built a automation report following company investment policies
- Assisting different teams in enhancing internal performance measurement and reporting capabilities
- Outstanding planning and organization to deliver high quality projects for production uses