



# Ching Yu KWAN

Data Analyst

Barrie, Canada rainakwan@gmail.com +1 249 733 6773

## Skills

SQL

BigQuery

Python

PySpark

Tableau

Microsoft Power BI

Microsoft Excel

Talend

Microsoft SharePoint

Microsoft Office

Detail Oriented

Analytical and  
Problem-Solving skills

## Links

Portfolio

Tableau Profile

GitHub

LinkedIn

## Profile

As a Data Analyst, background in business and marketing equipped a wider lens and broader understanding of business problems and marketing strategies. The background combined with the data analysis skills acquired in Post Grad Diploma, cultivated the ability to establish data-driven strategic planning.

- Always curious and eager to dig deeper to the root causes by asking questions
- Oriented towards problem solving, ability to adhere to the project goals and find insights for making data-driven decisions.
- Attention to detail, ability to spot redundant, incorrect and irrelevant data. Adept at identifying trends and connections.

## Employment History

Mar 2019 — Apr 2022

Hong Kong

### Associate Business Analyst at Global Technology Integrator Ltd

- Ensured project Communicated with clients to gather user requirements and understand the business processes
- Coordinated with internal team to ensure feasible solutions available to fulfill requirements
- Composed project documentation including proposals, functional specifications, test plans and user manual
- Supported Pre-Sales support activities including contract renewal, internal documentation and coordination
- Supported implementing project activities such as system QA
- Projects were developed based on SaaS products:
  - Microsoft Dynamics 365 - CRM System
  - Sitecore - Content Management System

Apr 2018 — May 2019

Hong Kong

### Project & Data Services Officer at Wisers Information Ltd

- Data collection and content analysis for data scientist to develop machine learning model
- Coordinated work tasks between teams
- Arranged and coordinated work flow and project tasks with Taiwan team
- Tools were mainly used:
  - MS Excel
  - Internal database and system

## Internships

Jul 2022 — Dec 2022

Barrie

## Project Lead at Huronia Community Foundation

In this project, our team assisted HCF to develop the Vital Signs© Report. The report aims to address the major community issues in North Simcoe and identify the relationships between issues. Our team was responsible to provide the major part of content of the report by analyzing and visualizing the data collected from multiple questionnaires. We have delivered four analysis reports with presentations for three different sets of questionnaires and one consolidated analysis report.

I was the project lead and responsible for project management. My major duties:

- Collected user requirements
- Developed the overall implementation plan and oversaw the budget
- Worked closely with the client and internal team to ensure project needs were fulfilled and budgets were honored.
- Worked to ensure successful project execution according to established objectives, timelines, and costs.
- Provided project management and handled documentations using SharePoint

## Education

May 2022 — Dec 2022

Barrie

### Georgian College

Post Graduate Diploma in Big Data Analyst

- Graduated with Good Standing (Dean's List)

Sep 2015 — Jul 2017

Hong Kong

### Hong Kong Baptist University

Bachelor of Commerce (Hons) in Marketing

- Graduated with First Class Honors

Sep 2012 — Jul 2015

Hong Kong

### Hong Kong Institute of Vocational Education

Higher Diploma in Business Administration

- Graduated with Distinction Grade

## References

References available upon request