



Ching Yu KWAN

Data Analyst

Details

Address

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Email

rainakwan@gmail.com

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](#)

[GitHub](#)

[LinkedIn](#)

Profile

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, granted the ability to establish data-driven strategic planning.

- 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

Associate Business Analyst, Global Technology Integrator Ltd

Mar 2019 – Apr 2022 Hong Kong

- 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, book-keeping for the team, internal documentation and coordination
- Supported implementing project activities such as system QA
- Projects were developed based on two different products:
 - Microsoft Dynamics 365 - CRM System
 - Sitecore - Content Management System

Project & Data Services Officer, Wisers Information Ltd

Apr 2018 – May 2019 Hong Kong

- 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

Project Lead, Huronia Community Foundation

Jul 2022 – Dec 2022 Barrie

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

Georgian College, Post Graduate Diploma

May 2022 – Dec 2022 📍 Barrie

Graduated with Good Standing (Dean's List)

Hong Kong Baptist University, Bachelor of Commerce (Hons) in Marketing

Sep 2015 – Jul 2017 📍 Hong Kong

Graduated with First Class Honors

Hong Kong Institute of Vocational Education, Higher Diploma in Business Administration

Sep 2012 – Jul 2015 📍 Hong Kong

Graduated with Distinction Grade

Availability

Immediate

📍 Remote

To be discussed

📍 Relocation required

References

References available upon request