Maggie E. Chuang

New York, NY | (917) 623-8464 | maggiechuang060389@gmail.com
Check out my portfolio 👉 https://rosecoffee0603.github.io/

PROFESSIONAL SUMMARY

Operations Analyst with 2 years of experience improving processes, managing sensitive data, and supporting compliance in highly regulated environments. Skilled in SQL, Python, and advanced Excel to automate workflows, reconcile data, and deliver actionable insights for operational risk and financial reporting. Experienced collaborating with internal teams and external partners to strengthen controls, ensure data integrity, and drive operational efficiency. Fluent in Mandarin and conversational Japanese. Currently expanding knowledge of market risk concepts and quantitative analytics as part of ongoing professional development.

TECHNICAL SKILLS

Data & Tools: SQL, Excel (PivotTables, Macros, VBA), Python (pandas, matplotlib), Power BI, Microsoft Suite
Processes: Data reconciliation, risk/control reporting, workflow automation, data cleansing & validation, documentation
Languages: Mandarin (Fluent), Japanese (Basic)

RELEVANT EXPERIENCE

Robertson, Anschutz, Crane & Partners, PLLC, Westbury, NY   **November 2023 - Current**
Operations Analyst
- Built and maintained SQL and Python dashboards tracking compliance metrics and operational exposures for major banking clients (JPMorgan, Wells Fargo, Flagstar)
- Automated reconciliation processes to cut reporting delays and reduce data discrepancies
- Partnered with cross-functional teams and external stakeholders to resolve data discrepancies and support regulatory reporting initiatives
- Designed SQL modules to detect and resolve data errors, strengthening accuracy for compliance reporting
- Documented workflows, exception handling, and control points to improve audit readiness and knowledge transfer
- Produced performance and risk-control reports to inform leadership decision-making and resource allocation

Broom County Government - Broom-Tioga Workforce, Johnson City, NY   **August 2022- January 2023**
Fall Intern
- Monitored and tracked program spending for multiple workforce development initiatives using a voucher-based system and Excel to ensure compliance with allocated budgets
- Processed accounts payable and receivable in PeopleSoft, entering vouchers to maintain accurate expense records
- Managed payroll and timekeeping data in Excel to support budget planning
- Attended cross-team meetings to review budgets, assess program status, and recommend adjustments

ACHIEVEMENTS

2024 Company Achievement Award, Robertson, Anschutz, Crane & Partners, PLLC
- Recognition of the performance and commitment to the operational excellence

Excel Skills for Data Analytics, Issued by Binghamton University
- Excel skills for use in data analytics such as: data manipulation, data visualization, how to use Macros and more through this micro-credential

EDUCATION

Binghamton University, State University of New York, Bachelor of Arts in Economic   **May 2023**

CLASS PROJECTS

The Determinants for the particular goods or services with higher rising speed of price
Binghamton University, Binghamton, NY
- Used Python to input the data and graph the curves to compare the growing speed of selected 7 CPI
Finding the major determinants for the goods or services which is having outstanding escalating over the years

Correlation Between Immigration Rate and Table Tennis World Ranking for Each Countries From 2001 to 2020
Binghamton University, Binghamton, NY
- Analyzed the correlation between the immigration rate and the table tennis world ranking by applying python
- Obtained players ranking and scores of Seniors - Men Singles/Seniors - Women Singles from 2001 to 2020