

Sharon Lin

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EDUCATION

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| McGill University - Master's in Information Studies | Sept. 2023 – June 2025(expected) |
| National Chiao Tung University - Bachelor of Business Administration in Management Science | 2019-2023 |
| L'Université du Québec à Montréal - Exchange student at École des sciences de la gestion | 2021 |

EXPERIENCE

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| Information Management Intern - Transport Canada | 2024 – now |
| <ul style="list-style-type: none">Supported the Information Management team in transforming paper records into digital formats, played a key role in reducing paper holdings and transitioning to digital recordsPrepared paper records for digitization, ensuring they met standards for processing, and organized, reviewed, and processed records following the file management information system | |
| Industry Analyst Intern - Industrial Technology Research Institute | 2023 - now |
| <ul style="list-style-type: none">Collaborated with the supervisor in publishing journals focusing on top semiconductor companies, contributing to content development by conducted extensive desk research on the status and trends in the Taiwanese semiconductor industry, utilizing Excel for data analysis and Power BI for presenting findings and insights, produced insightful content contributing to industry knowledgeResearched and presented national policy guidelines on generative AI. Translated complex policy documents into clear, concise presentations, aiding the institute in understanding regulatory landscapes and potential implications for future research directionsInvestigated the ESG practices and digital transformation efforts of Taiwanese and Japanese companies, contributing to strategic insights and recommendations | |
| Library Circulation Desk Volunteer - Atwater Library and Computer Centre | 2023 - 2024 |
| <ul style="list-style-type: none">Assist patrons in locating books and DVDs, utilizing library catalogue systems and resources effectively, manage phone inquiries promptly and courteously, address patron inquiries, offering assistance with library services | |
| Office Coordinator Intern - ASML Holding N.V. | 2022 |
| <ul style="list-style-type: none">Utilized SAP Materials Management to aggregate and organize inventory data, closed and changed order statusSorted, filtered, and manipulated data in Excel, VBA, and Power BI to create pivot tables and charts for analysis and reporting, presented findings and insights to different factories through visual representations, enhanced visibility into operational performance and facilitated informed data-driven decision across different departmentsMaintained SharePoint site, mail group, arranged meetings, travel itineraries and supported teambuilding events to ensure smooth office operations and improved team efficiency through effective coordination | |

SKILLS & LANGUAGES

Microsoft Office: Proficient in Word, Excel, PowerPoint, Teams, SharePoint and Outlook

Data Analysis / wrangling: Excel (Macros, VBA, pivot table), SQL, Python, Alteryx

Data Visualization: Power BI, Tableau, Python, Canva

Languages: English, French, Mandarin

CERTIFICATIONS

Microsoft Certified: Azure **Power BI** Data Analyst Certification, **Alteryx** Designer Core Certification, Microsoft Certified:

Azure Fundamentals Certification, Oracle Cloud Infrastructure **Generative AI** Certified Professional