STEPHEN MICHAEL LEE

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EDUCATION

Nanyang Technological University, Singapore   Aug 2024 - Jun 2027 (Expected)
Bachelor of Business (Honours) in Business Analytics
GPA: 4.45 / 5.00 (Distinction)
Relevant Coursework: Analytics I & II (Regression, CART, Clustering, Neural Networks, Random Forest, Time Series), Database Design (SQL & NoSQL Databases, Data Modelling), AI in Accounting & Finance, Probability & Statistics

Yishun Innova Junior College, Singapore   Feb 2020 - Dec 2021
GCE A Levels
Top Performance Award, Mid-Year Examination (2021)
Top Performance Award, Common Test 2 (2020)

WORK EXPERIENCE

Discovermarket Asia   May 2025 - Aug 2025
Finance Automation Intern
- Developed cloud-based RPA workflows in Power Automate for invoice data extraction (OCR), file handling and document archiving, automating 80% of manual workload
- Designed and deployed a centralised SharePoint approval system with automated request notifications, reducing invoice approval turnaround time by 70%
- Facilitated User Acceptance Testing (UAT) and debugged workflows, resolving 3 critical errors over a 2-month testing phase to ensure stable deployment
- Automated monthly data aggregation and tabulation of 100+ employee expense claims with VBA, improving reporting efficiency and achieving consistent output accuracy
- Leveraged Power Query for data preprocessing and integration of 30K+ financial records from multiple sources, optimising downstream analysis
- Built interactive dashboards visualising $10M+ in annual cash flows, uncovering inflow-outflow trends and delivering insights for improved cash flow management

Inland Revenue Authority of Singapore (IRAS)   Feb 2024 - Apr 2024
Tax Officer
- Maintained and updated 100+ taxpayer records weekly using internal tax systems, documenting call logs and follow-up actions with a 3-minute average turnaround per case
- Collaborated on 30+ complex backend cases with inter-departmental teams, driving resolution through structured case tracking and effective cross-team coordination

ACADEMIC PROJECT

Predictive Modelling for Diabetes Detection (BC2406)   Aug 2025 - Nov 2025
Project Data Analyst
- Conducted Exploratory Data Analysis (EDA) on a 253K+ health indicator dataset, identifying key clinical, lifestyle and demographic predictors of diabetes risk
- Built a data preprocessing pipeline including duplicate handling, outlier treatment and random sampling for class balancing to prepare data prior to model training
- Developed and evaluated Logistic Regression and Decision Tree models in R, achieving ~75% accuracy and ~80% sensitivity in detecting diabetic cases

TECHNICAL SKILLS

Programming Languages: Python, R, SQL, VBA
Frontend Development: HTML, CSS, JavaScript
Analytics & Visualisation Software: Power BI, Tableau, Excel (Power Query, Power Pivot)
Database Technologies: MySQL, MongoDB
Workflow Automation: Power Automate