

STEPHEN MICHAEL LEE

+65 8133 9488 | slee155@e.ntu.edu.sg | linkedin.com/in/stephenlee6 | stephenlee66.github.io

EDUCATION

Nanyang Technological University, Singapore Bachelor of Business (Honours) in Business Analytics GPA: 4.45 / 5.00 (Distinction)	Aug 2024 - Jun 2027 (Expected)
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 GCE A Levels Top Performance Award (2020 & 2021)	Feb 2020 - Dec 2021
WORK EXPERIENCE	

Discovermarket Asia Finance Automation Intern	May 2025 - Aug 2025
<ul style="list-style-type: none">Developed cloud-based RPA workflows in Power Automate for invoice data extraction (OCR), file handling and document archiving, automating 80% of manual workloadDesigned 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 deploymentAutomated monthly data aggregation and tabulation of 100+ employee expense claims with VBA, improving reporting efficiency and achieving consistent output accuracyLeveraged Power Query for data preprocessing and integration of 30K+ financial records from multiple sources, optimising downstream analysisBuilt 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) Tax Officer	Feb 2024 - Apr 2024
<ul style="list-style-type: none">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 caseCollaborated 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) Project Data Analyst	Aug 2025 - Nov 2025
<ul style="list-style-type: none">Conducted Exploratory Data Analysis (EDA) on a 253K+ health indicator dataset, identifying key clinical, lifestyle and demographic predictors of diabetes riskBuilt a data preprocessing pipeline including duplicate handling, outlier treatment and random sampling for class balancing to prepare data prior to model trainingDeveloped 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

Web Development: HTML, CSS, JavaScript

Analytics & Visualisation Software: Power BI, Tableau, Excel (Power Query, Power Pivot)

Database Technologies: MySQL, MongoDB

Workflow Automation: Power Automate