

# 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 to preprocess and integrate 30K+ records of financial data 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 Analytics 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 which includes duplicate handling, outlier treatment and random sampling for class balancing 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