

# STEPHEN MICHAEL LEE

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## EDUCATION

<b>Nanyang Technological University, Singapore</b> <b>Bachelor of Business (Honours) in Business Analytics</b> <b>GPA:</b> 4.45 / 5.00 (Distinction)	Aug 2024 - Jun 2027 (Expected)
<b>Relevant Coursework:</b> 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	
<b>Yishun Innova Junior College, Singapore</b>	Feb 2020 - Dec 2021
<b>GCE A Levels</b>	
Top Performance Award, Mid-Year Examination (2021)	
Top Performance Award, Common Test 2 (2020)	

## WORK EXPERIENCE

<b>Discovermarket Asia</b>	May 2025 - Aug 2025
<b>Finance Automation Intern</b>	
<ul style="list-style-type: none"><li>Developed cloud-based RPA workflows in Power Automate for invoice data extraction (OCR), file handling and document archiving, automating 80% of manual workload</li><li>Designed and deployed a centralised SharePoint approval system with automated request notifications, reducing invoice approval turnaround time by 70%</li><li>Facilitated User Acceptance Testing (UAT) and debugged workflows, resolving 3 critical errors over a 2-month testing phase to ensure stable deployment</li><li>Automated monthly data aggregation and tabulation of 100+ employee expense claims with VBA, improving reporting efficiency and achieving consistent output accuracy</li><li>Leveraged Power Query for data preprocessing and integration of 30K+ financial records from multiple sources, optimising downstream analysis</li><li>Built interactive dashboards visualising \$10M+ in annual cash flows, uncovering inflow-outflow trends and delivering insights for improved cash flow management</li></ul>	
<b>Inland Revenue Authority of Singapore (IRAS)</b>	Feb 2024 - Apr 2024
<b>Tax Officer</b>	
<ul style="list-style-type: none"><li>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</li><li>Collaborated on 30+ complex backend cases with inter-departmental teams, driving resolution through structured case tracking and effective cross-team coordination</li></ul>	

## ACADEMIC PROJECT

<b>Predictive Modelling for Diabetes Detection (BC2406)</b>	Aug 2025 - Nov 2025
<b>Project Data Analyst</b>	
<ul style="list-style-type: none"><li>Conducted Exploratory Data Analysis (EDA) on a 253K+ health indicator dataset, identifying key clinical, lifestyle and demographic predictors of diabetes risk</li><li>Built a data preprocessing pipeline including duplicate handling, outlier treatment and random sampling for class balancing to prepare data prior to model training</li><li>Developed and evaluated Logistic Regression and Decision Tree models in R, achieving ~75% accuracy and ~80% sensitivity in detecting diabetic cases</li></ul>	
<b>TECHNICAL SKILLS</b>	

**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