

## Helen Szeto

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### Summary

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Data Science student passionate about extracting insights from data and developing expertise in data science. Proficient in programming languages like Python, C++, SQL, and visualization tools like Tableau and Power BI, allowing efficient data manipulation and producing insightful reports. Demonstrated ability to extract actionable insight and present findings clearly to stakeholders. Skilled in prioritizing and managing multiple tasks to work efficiently to meet deadlines while maintaining high standards of quality. Ability to work collaboratively or independently with excellent communication skills.

### Key Skills

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#### Programming and Tools

- Python, SQL, C++, HTML, CSS
- Pandas, Numpy, Matplotlib
- Excel, Tableau, Power BI

#### Data Handling

- ETL processes, data cleaning, data transformation, statistical analysis

#### Communication and Collaboration

- Dashboard storytelling, stakeholder presentations, technical documentation, team coordination

### Education

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#### Mount Royal University

*Bachelor of Science - Data Science*

Calgary, AB

*January 2024 - Present*

- Concentration: Computing & Big Data
- Enrolled in Co-operative Education Program
- Anticipated graduation date: June 2027
- Program GPA: 3.72/4.0
- Relevant Courses: Introduction to Problem Solving and Programming, Programming for Data Scientist, Statistical Data Analysis, Introduction to Databases

#### Southern Alberta Institute of Technology

*Data Analytics Post-Diploma Certificate*

Calgary, AB

*Awarded August 2023*

## Relevant Experience

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### **Southern Alberta Institute of Technology**

Calgary, AB

#### *Data Analytics Capstone Project*

*August 2023*

- Collaborated with a local business and project members to clean and analyze datasets using SQL and Python to identify business trends
- Coordinated meetings between stakeholders and the project team to clarify goals and business context, ensuring data analysis efforts aligned with organizational objectives
- Performed data cleaning using SQL and Excel, ensuring data accuracy and consistency for analysis
- Applied association rule mining techniques with Python to identify patterns, enabling descriptive and predictive analysis to answer key business questions
- Developed dashboards and visualizations using Power BI and Python (Matplotlib/Seaborn) to communicate trends and support decision-making
- Presented final report to stakeholders using clear language and compelling visuals to communicate findings

## Work Experience

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### **Alberta Health Services**

Calgary, AB

#### *Technical Dress Rehearsal Tester*

*March 2022 – May 2023*

- Supported over 40 users by troubleshooting basic IT issues and coordinating testing schedules, improving user experience and ensuring system readiness for launch
- Collaborated with stakeholders and medical professionals to customize system setup to department workflow, enhancing efficiency and minimizing post-launch issues
- Coordinated technical dress rehearsal testing in over 50 departments, ensuring hardware functionality and software readiness for system launch

#### *Administrative Support*

*October 2017 – March 2022*

- Maintained accuracy and integrity of over 600 health records daily by verifying data entries and ensuring adherence to health information standards
- Scheduled and organized over 30 client appointments daily by assessing needs and preparing charts and medical records to support efficient patient care
- Optimized and maintained inventory by tracking high-use equipment, monitoring stock levels, and reporting shortages to ensure uninterrupted operations