

Helen Szeto

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Summary

Data Science student with strong analytical skills, passionate about extracting insights from complex datasets and developing expertise in data science. Proficient in Python, SQL, and visualization tools for efficient data manipulation and creating insightful reports. Demonstrated ability to deliver actionable insights and present findings clearly to both technical and non-technical audiences. Skilled in prioritizing and managing multiple tasks to work efficiently to meet deadlines while maintaining high standards of quality. Adept at working collaboratively or independently with excellent communication skills. Fluent in Cantonese, conversational in Mandarin, and able to read Chinese, enabling effective analysis of multilingual research.

Key Skills

Programming and Tools

- Python, SQL, C++, HTML, CSS
- Pandas, NumPy, Matplotlib
- Excel, Tableau, Power BI, IBM Cognos
- MySQL, PostgreSQL, SSMS

Data Handling

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

Language Skills

- Cantonese (fluent), Mandarin (conversational), Chinese reading comprehension

Communication and Collaboration

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

Education

Mount Royal University

Bachelor of Science - Data Science

Calgary, AB

January 2024 - Present

- Concentration: Computing & Big Data
- Enrolled in Co-operative Education Program
- Expected Graduation: 2028
- 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

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, identifying trends and actionable insights.
- 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 findings effectively.
- Presented final report to stakeholders using clear language and compelling visuals to communicate findings.

Work Experience

Alberta Health Services

Technical Dress Rehearsal Tester | March 2022 – May 2023 | Calgary, AB

- 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 | Calgary, AB

- 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