

# QUINCY KAO

## CONTACT

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## EDUCATION

### RYERSON UNIVERSITY

**GPA: 3.3**

Toronto, ON

*Bachelor of Science (B.S.) Financial  
Mathematics co-op (May 2022)*

*Relevant Coursework*

Data and Statistics  
Finance and Economics

## TECHNICAL SKILLS

Python

Power BI

Microsoft Office

JavaScript

HTML

CSS

Basic SQL

VBA

## EXPERIENCE

### DATA MANAGEMENT

*CAAT Pension Plan, Toronto, ON / Sep 2020 - Dec 2020*

- Created ETL jobs and data mappings to integrate data from multiple different sources into data warehouse using informatica
- Built interactive visual membership count dashboards using Power bi tools
- Discovered meaningful insights in data by finding correlations
- Assisted team using sql to improve data quality and integrity
- Implemented the metadata tool to provide consistent information describing the underlying data across the business
- Investigated issues with regarding automating reports with excel and power bi and process documentation

### INVESTMENT ANALYSIS ASSISTANT

*OPSEU Pension Trust, Toronto, ON / Jan 2020 - Aug 2020*

- Trained and guided co-op students by informing them of their role and explained the purpose of different tasks and their responsibilities
- Analyzed calculations and investigated issues for performance and return of benchmarks using excel
- Built and automated daily market performance dashboard, benchmark and investment strategy performances using BI tools
- Programmed and automated open corporate action report, using VBA
- Power Query: Automated Valuation Rec, built an automation report following company investment policies
- Assisted across different teams in enhancing internal performance measurement and reports

### SUMMER INTERNSHIP PROJECT ASSISTANT

*CXC global under Cathay Pacific International Airline Jun 2018 - Aug 2018*

- Implemented a digital solution to reduce the use of paper and convert documents into digital format
- Resolved data issues by cross-examining the duplications of employee ID and information
- Led a team of 5 and taught co-workers how to use excel proven to improve the process
- Handled classified information on employees' profiles and contracts
- Validated data entries and monitored the scanning process of the team