

Xuanren Song

Senior billing specialist

3 years experience in data preparation related job, daily use include Excel, Access and etc. Just graduated from Deakin University in 2020 with a degree of Master of Business Analytics. Eager to build a career as a data analytic in the related area.

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SKILLS

Data preparation

Data analyze

Data visualization

Python

Excel

EDUCATION

Master of Business Analytics

Deakin University

03/2019 - 11/2020

Melbourne, Australia

Courses

- Predictive Analytics
- Decision Analytics in Practice
- Machine Learning
- Database and information retrieval
- Descriptive Analytics and Visualisation

Bachelor of Economics

University of Oregon

10/2010 - 06/2016

Oregon, United States

Courses

- Environmental Econ
- Econ of Globalization
- International Trade
- Labor Economics
- Introduction to Proof

PERSONAL PROJECTS

Product recommendation for the client (07/2020 - 09/2020)

- Data preparation of client's raw dataset
- Finding pairs product which could increase client's revenue when they sold together

Carbon Monitor project (03/2021 - Present)

- Working with team on finding the relationship between live Congestion Level and Carbon dioxide emissions
- daily job include data preparation, data process and visulization

WORK EXPERIENCE

Senior billing specialist

Chang Tsi & Partners

10/2016 - 01/2019

Beijing, China

Chang Tsi & Partners is a leading full-service Chinese law firm with a strong reputation in intellectual property and litigation

Achievements/Tasks

- Significantly improve the work efficiency of how to submit the invoices to the clients
- Coach billing specialist about how to finish the work on a daily basic
- Being promoted to senior billing Specialist after joining the company 6 months
- Reviewing every invoice lawyer issued, and find out if there is any incorrectness
- Reply daily email from the client regarding any question they asked