

# Emily Sheng

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## EDUCATION

### Bachelors of Science in Business Administration | Concentration in Business Analytics

GPA 3.75

Biola University | La Mirada, CA

Dean's Academic Scholar recipient, 2020-2024

Expected Graduation May 2024

### Study Abroad Program

Roehampton University

Fall 2020

London, UK

## SKILLS

Microsoft Office, Tableau, PowerBI  
Excel (Pivot Tables, PowerQuery),  
Python, SQL, R, Looker, Zoho Analytics

## RELATED COURSES

Advanced Analytics  
Statistical Consulting Practicum  
Strategic Management

## PROFESSIONAL EXPERIENCE

### Business Analytics Intern

Brewer Direct Inc. Agency

February 2024 - Present

Monrovia, CA

- Implemented Excel automated Quality Control Data File proofing templates for Network Cultivation and Acquisition processes across 40+ custom clients, ensuring consistent and reliable data quality throughout.
- Gained comprehensive understanding of BDI data processing workflow, Agency Infrastructure, and functional teams, contributing to cross-team projects and insight into the organizational structure.

### Data Science Summer Intern

d6

July 2023- August 2023

Stellenbosch, South Africa

- Streamlined data management at D6 by crafting a Python tool to clean Excel sheets that vary in information.
- Developed a user-friendly Python notebook with a user interface for reformatting Excel files. Resulting in standardized data sheets.
- Created a Zoho Analytics Dashboard that tracked key performance indicators for D6's latest product. This contributed to data-driven decisions to measure product success.

### Teaching Assistant

Crowell School of Business

September 2023 - Present

La Mirada, CA

- Graded exams and assignments of 130+ students in Micro, Macro Economics and Business Analytics
- Taught business analytics using Excel and Tableau, aiding in the application of business analytics and data visualization.

### Reception Desk Assistant

Biola University Library

September 2021- Present

La Mirada, CA

- Efficiently opening and closing procedures, warmly welcoming approx. 50 students per hour into library.
- Provide assistance to patrons, including answering inquiries, guiding individuals through library access policies, and coordinating communication between visitors and staff members

## OTHER EXPERIENCE

### The World Race Gap Year

Adventures in Missions

September 2019- March 2020

Jeffery's Bay, Quito, Siem Reap

Nine months abroad working with local community development projects in South Africa, Ecuador, and Cambodia. Acquired invaluable interpersonal skills by fostering meaningful connections with diverse populations and adeptly navigating cultural nuances. <https://emilysheng.theworldrace.org/>

### Data Science & AI Acceleration Course

IXperience

July 2023 - August 2023

Cape Town, South Africa

A career acceleration program focused on Data Science and AI. This program was six weeks in Cape Town, South Africa and included a two-week intensive course on machine learning followed by the combination of class material and an internship for the final four weeks.