

# Jianping Li

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## SUMMARY OF QUALIFICATIONS

- Excellent in Project Administration and Documentation.
- Well experience working with Microsoft office suite (Excel, Word, PowerPoint, Outlook, Teams, etc.)
- Well-experience in data qualitative assurance and management.
- Exceptional organizational skills and managing multiple types of documentation, including schedules, status reports, and correspondence, using MS Office tools, with a focus on Excel.
- Skilled in extracting pertinent information and incorporating it into documentation and records.
- Proficient in researching and locating background information relevant to the project.
- Skilled in the preparation and completion of detailed reports covering individual work activities.
- Excellent adaptability to the dynamic nature of project requirements and the evolving needs of test development.
- Excellent Flexibility in responding to both scheduled and unscheduled demands while maintaining
- Proficiency in developing and implementing data analytics processes that ensure data accuracy, integrity, and consistency across different sources.
- Extensive experience in reviewing and editing received documents, identifying duplications, omissions, errors, and ensuring accurate coding and classification.
- Experienced in predicting models, machine learning algorithms, and statistical concepts and methodologies to forecast business outcomes.
- documentation accuracy and completeness.
- Highly proficient with SQL coding; experienced in using advanced concepts.
- Proficiency in employing tools such as Watson Studio, Power BI, and Excel for data visualization by analyzing complex data sets to identify trends, patterns, and insights that inform business decisions.
- Well-experienced with Python, dbase, FoxPro, MS visual FoxPro, Paradox, C, Etc.
- Well-experienced in columnar and/or time-series databases (experience with IBM Db2, mongo DB).
- Excellent ability to learn new platforms, programming language, and technologies.
- Ability to collect, interpret, and analyze intricate data sets from different data sources.
- Ability to transform and cleanse raw data into valuable insights.
- Fluent in Chinese and English in writing, reading, listening, and speaking, Basic in French.

## EDUCATION

**Three years full time College Degree in Computer Science**

Hunan computer university.

**IBM Data Analyst certificate Ottawa ON**

**August 30, 2023**

Hands-on projects I did during my Data analyst training with IBM including:

- Canadian Car sales and supply chain performance analysis
- Montgomery Fleet Equipment analysis
- Credit card fraud system analysis
- Apple and Amazon historical stock/revenue
- US domestic airline flights performance analysis
- US community crime analysis; Popular future IT job trends
- Canadian immigration history analysis

- House sales in King County USA performance analysis, etc.

New Skills I have gained: Data Science; Spreadsheet; Microsoft Excel; Python Programming; Data Analysis; Panadas; NumPy; Data Visualization (DataViz); Pivot Table; SQL; IBM Cognos Analytics and Dashboard.

## **WORK EXPERIENCE**

**Hockey Team Manager and Treasurer**      **volunteer**      **8 seasons manager or Treasurer**      **2014-2022**  
Cumberland Dukes Minor hockey association, not-for-profit Organizations      Ottawa ON

- Leveraged data analytics tools to monitor player performance metrics, providing valuable insights for strategic coaching decisions.
- Managed all logistical, administrative, and operational elements for various hockey teams.
- Enhanced team performance built strong player-coach connections and ensured seamless operations both on and off the ice.
- Supervised team operations, including budgeting and financial management.
- Organized team events and ensured efficient day-to-day operations.

**Ottawa School Safety Council**      **Adult Crossing Guard**      **Sep 2019----Jun 2022**

- interacted directly with students, parents, and other members of the community, ensuring their safety during school hours.
- engaged in data collection related to pedestrian traffic and safety observations. This data was essential for assessing and improving safety measures in place, contributing to a safer school environment.

**Technical Support and Office Administrator**      **3 years**  
Ottawa Life Magazine      Ottawa ON

- Collected and cleaned financial and sales data and found out the best printing strategies and reduced costs for 20%.
- Built a customer's database by using Microsoft access to improve the search customers' information speed 80%.
- Troubleshoot and resolved technical problems, such as computer crashes, software glitches, ASP web-site maintenance, updating and windows NT network issues.
- Responded quickly to resolve application technical issues.
- Assisted with office administration tasks, such as handling phone calls, managing correspondence, and organizing meetings.
- Helped with general administrative tasks, such as filing, data entry, and maintaining records by using Microsoft office suite.
- Assisted with other tasks as assigned by the management team to ensure smooth office operations.

**GIS Consultant**      Virtual Wave INC      **Ottawa ON**      **one project**

- Worked with business stakeholders to understand business processes and data flows, documented requirements, analysed and designed the data models, and reported the solutions.
- Provided consultation and technical assistance to clients on GIS-related projects and solutions.
- Collected, analyzed, and interpreted geographic data and information.
- Conducted spatial analysis and generated geospatial reports.
- Met deadlines for individual and team projects.

- Implemented and customized GIS software and tools to meet client requirements.
- Provided training and technical support to users of GIS systems, MS maps and ArcGIS.
- Collaborated with interdisciplinary teams to integrate GIS into various projects.
- Conducted needs assessments and identified opportunities to improve GIS functionality and efficiency.
- Presented findings, recommendations, and project updates to clients and stakeholders.

**Member of Vehicle Tracking System Development Team**

**three months**

Wave Cell International Corp, Ottawa ON

- Designed, coded, tested, and debugged software applications related to vehicle tracking systems utilizing various software development tools.
- Assisted the team to define the system architecture of the vehicle tracking system, ensuring scalability, efficiency, and reliability.
- Maintained technical documentation and source control related to project design and implementation.
- Helped with the development and management of databases that store vehicle-related information by designing tables, optimizing queries, and ensuring data integrity and security.
- Collaborated with other teams to ensure effective collaboration and smooth product delivery.
- Investigated and resolved any technical issues reported by customers or internal teams related to the vehicle tracking system.
- Documented system designs, development processes, and technical specifications.
- Provided regular progress reports to the team and project managers on the status of ongoing tasks, milestones, and deliverables.

**Software Developer**

**six month**

Tele tone Network Communication Corp China

- Resolved intricate technical challenges associated with data processing and communication by using C.
- Deployed exclusive protocols for two-way communication.
- Explored the utilization of the low-level data interface. Designed, coded, tested, and debugged software applications related to a mobile wireless system.

**MIS Project Manager**

**three years**

Jia Lun Shoes Manufacture Ltd. China

- Managed an MIS project that transformed resource management in shoe manufacturing.
- Headed a project to modernize resource management practices for shoe manufacturing companies. Improved resource management protocols.
- Conducted thorough interviews, closely collaborated with employees from different departments within our organization.
- Devoted efforts to align our system with the unique requirements and operational complexities of shoe manufacturing companies.
- Optimized resource allocation, improved efficiency, and fostered sustainable growth by using FoxPro on a Norwell server.
- Resolved intricate technical challenges associated with data processing and communication.