

ALLEN SZETO

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SUMMARY

Detail-oriented CIS graduate (Baruch College) with hands-on experience in data entry, reporting, and document/workflow management across insurance and operations settings. Skilled in Excel, Tableau, and Python for organizing and analyzing data, with a track record of streamlining high-volume administrative processes. Seeking to apply analytical and technical skills in an entry-level Data Analyst role.

TECHNICAL SKILLS

Data & Analytics: Microsoft Excel (formulas, pivot tables), Tableau, Jupyter Notebook, Python, SQL fundamentals

Tools & Software: Microsoft Word, Google Workspace, Sage 300 (PO/document management)

Languages: English, Cantonese/Taishanese

WORK EXPERIENCE

Demar Plumbing/Construction — Office/Procurement Assistant

June 2024 – Present

- Generated, tracked, and reconciled over 30 purchase orders per day in Sage 300, maintaining accurate procurement records for materials sourcing and delivery.
- Managed a high-volume email workflow, processing 100+ incoming and 50+ outgoing messages daily while maintaining accuracy under tight deadlines.
- Coordinated material sourcing and delivery schedules in a fast-paced environment, supporting on-time project completion.

Bob Chen Insurance — Data Entry & Document Analyst

June 2023 – June 2024

- Converted physical numerical records into structured Excel spreadsheets, improving data accessibility and accuracy for reporting.
- Organized and digitized hundreds of client documents into searchable folder systems, reducing retrieval time.

Kaylees Creamery — Crew Member

September 2021 – November 2023

- Managed high order volumes in a fast-paced retail environment while maintaining customer satisfaction.
- Built strong communication and customer-service skills through daily client interaction.

Brooklyn Chinese American Association — Student Program Assistant

December 2019 – March 2020

- Managed a classroom of students independently and in coordination with an assistant instructor.

EDUCATION

Baruch College — B.A., Computer Information Systems (CIS)

New York, NY

Aug 2020 – June 2024

Midwood High School, Medical Science Program

Graduated Summa Cum Laude

Sept 2016 – June 2020

COMMUNITY OUTREACH

Bowery Mission — Volunteer

- Prepared and distributed food, clothing, and essential necessities to individuals in need.