XINYUAN (SKYLA) ZHAO

(437) 452-6996 | Toronto, ON | xinyuan.zhao.skyla@gmail.com | LinkedIn | GitHub

Data Analyst | Power BI · SQL · Python · ETL & Workflow Automation

SUMMARY

Data Analyst specializing in **Power BI reporting, SQL analytics, ETL, and workflow automation** across billing and meter data operations. Built dashboards, multi-source data pipelines, and automation solutions supporting **∼200,000 customer accounts**, reducing manual billing-status checks by **∼70%**, cutting bill-preparation time by **∼85%**, and saving **20+ hours** of manual work per month. Experienced in translating complex operational processes into scalable reporting and automation solutions.

SKILLS

Programming & Querying	Python, SQL, Pandas, NumPy
BI & Analytics	Power BI, Tableau, Excel, Power Query, DAX
Data & Platforms	Databricks, Cognos, ETL / Data Integration, AWS, MongoDB, SharePoint
Automation & Analysis	Power Automate, Data Validation, KPI Design, Billing Analytics

EXPERIENCE

Billing Analyst – Data Analytics & Reporting 03/2026 – Present
Wyse Meter Solutions Inc. *Toronto, Canada*

- Reduced manual billing-status checks by **∼70%** by building an end-to-end Power BI dashboard across **100+ billing cycles** and **∼200,000 accounts**, centralizing billed/unbilled tracking, delayed cycles, and due-date risks.
- Built multi-source ETL workflows integrating Cognos billing extracts with Databricks tables, using SQL to clean, standardize, and join records across systems into a unified Power BI data model.
- Translated complex billing rules into KPI definitions, DAX measures, drill-through views, and exception reporting, giving Billing leadership daily, up-to-date visibility into completion rates, outstanding accounts, and due-date risks.
- Owned data validation for **10+ billing cycles per month**, resolving account, meter, rate, and consumption discrepancies and billing support tickets before bill issuance; automated recurring checks with Power Automate, saving **20+ hours** of manual work per month.
- Iteratively built an automated Power BI refresh pipeline combining Power Automate, Cognos extraction, and SharePoint file staging, replacing a **∼30-minute** manual refresh with **automated daily refreshes**.
- Built AI-assisted workflows extracting utility PDF bills into standardized Excel templates with reconciliation checks, cutting preparation time from **∼40 minutes** to **under 5 minutes** per request.

MDM Analyst – Data Analyst 10/2025 – 02/2026
Wyse Meter Solutions Inc. *Toronto, Canada*

- Analyzed meter and consumption data across **20+ billing cycles** using SQL and meter-data systems to identify abnormal usage, missing reads, meter exchanges, and other exceptions affecting billing accuracy.
- Reconciled meter readings against historical consumption, account records, and meter availability data to resolve ambiguous cases before customer billing.
- Reduced manual meter reading validation (MRV) effort by **30%** by automating recurring workflows with Excel, Power Query, and Python, improving review consistency.

EARLIER EXPERIENCE

Intern Data Scientist 07/2022 – 09/2022
Global AI *New York, USA*

- Built a Python web scraper and structured datasets for stock market analysis; developed and compared forecasting models using SQL CTEs, Pandas, Matplotlib, Linear Regression, ARIMA, SVM, and Holt-Winters.

Intern Data Analyst 05/2021 – 08/2021
Majorel China *Shanghai, China*

- Cleaned and integrated sales, product, and conversion data using SQL and Excel; built Tableau dashboards to evaluate sales trends, pricing impact, promotion performance, and customer conversion.

EDUCATION

Master of Science in Data Science, Northeastern University, *Boston, USA* 09/2023 – 04/2025
Bachelor of Science in Computing Science, University of Alberta, *Edmonton, Canada* 08/2018 – 12/2022