

# James C. Kwok

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Kaggle: ir8one | Github: jamesaycheese | Website: TrainwithJamesAI.com

## EDUCATION

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**Northwestern University**  
*Master of Science in Data Science*

January 2023 – Current

**University of Illinois at Urbana - Champaign**  
*Bachelor of Science in Actuarial Science*

May 2016

## WORK EXPERIENCE

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**Chicago Teachers' Pension Fund**  
*Benefits Business Analyst*

Chicago, IL  
April 2018 – Current

- Utilize T-SQL queries to prepare and update annuitants' insurance premium rates in the pension database, ensuring accurate and timely data management
- Implement Python scripts and VBA macros to reconcile monthly billing processes exceeding \$10 million for Medicare and Health Insurance, resulting in a remarkable 20% reduction in processing time
- Create comprehensive SSRS reports for the health insurance team, providing in-depth insights into critical performance metrics and facilitating data-driven decision-making processes
- Produce monthly PowerBI reports on insurance costs and rebates to support strategic fiscal planning with stakeholders and external actuarial consultants

**Chicago Teachers' Pension Fund**  
*Data Quality Analyst*

Chicago, IL  
August 2017 – April 2018

- Validated and documented information by cross-referencing multiple systems
- Ensured the quality of data loaded into the database system by conducting meticulous reviews and analyses using Excel
- Updated and maintained over 8,000 member accounts in compliance with pension law and policy standards

**Hong Kong Trade Development Council**  
*Data Audit Associate*

Chicago, IL  
February 2017 – March 2017

- Conducted data audits to uphold data integrity and quality standards
- Facilitated client engagement to verify data sources, ensuring effective communication and project coordination

## ACTUARIAL EXAMINATIONS

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- **Exam P/1, FM/2, MFE/3**
- Fulfilled VEE Economics, VEE Corporate Finance, and VEE Applied Statistics

## SKILLS SUMMARY

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- **Programming Languages:** Python (Familiar), R (Familiar), SAS (Familiar), SQL (Proficient)
- **Data Analysis and Visualization:** Familiar in utilizing Python and R for data analysis, manipulation, and using PowerBI for visualization
- **Database Management:** Strong proficiency in SQL for complex data retrieval, manipulation, and management tasks
- **Technical Automation:** Experience in implementing technical automation processes using Python and VBA
- **Language:** Fluent in Chinese, Cantonese, and English