Colin Yu-Lo

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PROFILE

I am a second year Commerce student at the DeGroote School of Business, McMaster University, seeking a summer role in finance or accounting to build a strong foundation in how financial information is prepared and used to guide business decisions. Helping run a food business taught me how a business works, from managing inventory, cash flow and order volumes to serving customers. I use generative Artificial Intelligence (AI) tools at work and at school to check data and stay organized, and I bring analytical skills from my accounting, finance and data analytics coursework.

EDUCATION

Bachelor of Commerce Expected April 2029

DeGroote School of Business, McMaster University, Hamilton, ON

- Relevant coursework: Introductory Financial Accounting, Managerial Accounting I, Introduction to Finance, Managerial Finance, Business Data Analytics, Decision Making with Analytics, Introductory Microeconomics, Introductory Macroeconomics
- Used generative AI to import assignment and test dates from course outlines into a calendar with automatic reminders.

Ontario Secondary School Diploma, Honour Roll, *Brebeuf College, Toronto, ON* June 2025

WORK EXPERIENCE

Intern May 2026 to September 2026

Hub Technology Group, Toronto, ON

- Migrated Managed Print Services agreements and service contracts from Microsoft SharePoint into HubSpot Customer Relationship Management (CRM) company records, tracking each upload in Excel.
- Used generative AI tools to review service agreements and identify the company and contact details for each account, then recorded them on the matching company and contact profiles in the CRM, keeping each account complete and accurate.
- Validated company records in the CRM by using generative AI to match them against the source data and flag what needed correcting, then researching record identifiers, verifying customer site addresses and name changes, and merging duplicates.
- Recategorized contacts and maintained sales territories in e-automate, the company's Enterprise Resource Planning (ERP) system, keeping account ownership up to date.
- Supported the rollout of asset tags to customers by printing labels, sorting and packaging customer mailings, and tracking completion through to delivery.

Analyst Summer 2025

Yu Consulting Group, Toronto, ON

- Supported a finance and operations advisory practice with billing, research, reporting and client correspondence, gaining exposure to accounting and advisory work for business clients.
- Issued client invoices accurately and on time, supporting accounts receivable and steady cash flow for the practice.
- Researched market conditions for client strategy and financial planning work, supplying industry trends and benchmarks for client analysis.

Administrative Assistant and Customer Service Summer 2020 to Spring 2025

Yu's Dumplings, Toronto, ON

- Helped run daily operations of the business, managing inventory, customer service and high order volumes.
- Tracked inventory, expenses, and daily cash flow, providing ownership reliable records for purchasing.
- Processed customer orders and inquiries, resolving requests through peak periods.

Customer Service Representative, Print Services Summer 2024

Staples Canada, Toronto, ON

- Answered print service inquiries, matching customers to the right products.
- Completed Amazon returns in store systems, ensuring a swift and convenient process for customers.

SKILLS AND QUALIFICATIONS

- Experience with Microsoft Excel, PowerPoint, Power BI, and Google Workspace, Photoshop and Canva
- Experience using generative AI tools to compare and validate data, and to store and retrieve information in Excel
- Working knowledge of Python 3 and Java console programming
- Experience administering records in HubSpot, e-automate, and Microsoft SharePoint

EXTRACURRICULARS

DeGroote 24-Hour Case Competition, *McMaster University, Hamilton, ON*

Social Media Representative, *Brebeuf Student Council, Toronto, ON*

Community Volunteer, *Neighbourlink North York, Toronto, ON*

INTERESTS

- AI and automation: teaching myself new AI tools and ways to automate everyday tasks
- Fitness: weightlifting and running five times a week consistently
- Financial literacy: follow markets and personal investing