

MELODY TENG

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EDUCATION

University of Toronto

Bachelor's Degree: **Statistics Major** | **Rotman Commerce Specialist**

Sep. 2021 – Apr. 2026

- GPA: 3.7/4.0 | Dean's List Scholar | Student Council Leadership Award Scholarship
- Coursework: Big Data Analytics, Capital Market Theory, Multivariate Statistics, Corporate Finance, Machine Learning

WORK EXPERIENCE

Kylon

San Francisco, CA

Product Manager Intern

Apr. 2026 – Present

- Owned the **integrations onboarding flow**, lifting first-integration completion **30%** through funnel drop-off analysis and redesign.
- Conducted **25+** discovery interviews with early design partners, translating pain points into a prioritized product backlog.
- Scored **1,000+** candidate connectors on user demand and build effort to define the GitHub, Notion, and Gmail launch tier.
- Wrote **8+ PRDs** in Notion for core features including scoped permissions and agent workflows, driving each through eng review.
- Represented Kylon to founders and presented roadmap and metrics to internal stakeholders, driving alignment on priorities.

RBC Royal Bank of Canada

Toronto, Canada

Data Analyst Intern | Corporate Client Group (CCG) Capital Markets

Jan. 2025 – Aug. 2025

- Queried and transformed large datasets from **Snowflake** using **SQL** to support monthly data quality reporting.
- Automated and rebuilt the CCG Financial Report using **Python** and **Excel VBA**, enhancing efficiency by **87.5% (4hrs to 30mins)**.
- Developed executive ready interactive **Tableau** dashboards to visualize inconsistencies in Financial M&A and Loan deal records.
- Designed the Daily Deposit Balance Report to monitor **\$37B+** in corporate deposits, incorporating inflow/outflow trend analysis, multi-year benchmarks, and run-off forecasts. Introduced macro-driven workflow that eliminated all manual reporting steps.
- Partnered with Finance and Credit teams to consolidate loan, deposit, and income data, presenting insights story for executives.

Xiaohongshu (RedNote)

Shanghai, China

Data Analyst Intern | High Risk Industry Sales Team

Jul. 2024 – Sep. 2024

- Analyzed **200K+** rows of sales and advertising data with advanced **SQL** and automated **VBA** workflows, identifying high ROI advertising trends, optimizing digital advertising strategies, and boosting **ROI by 15%**
- Built **Power BI** dashboards to visualize real-time regional performance and guide **sales strategies across APAC**.
- Designed **predictive models** for seasonal demand trends using **Python** and regression analysis.
- Drove compliance alignment for medical and finance verticals by developing data-based risk monitoring frameworks.

Microsoft

Beijing, China

Business Analyst Intern | Web Experiences Team (WebXT)

May 2023 – Sep. 2023

- Collaborated with Product Team on major products such as Microsoft Edge, supporting AI integration and feature optimization.
- Supported Microsoft's **AI product integration** initiatives by evaluating 5 AI startups and industry trends, producing data-driven strategic reports influencing Microsoft's technology adoption roadmap.
- Delivered daily AI newsletters, keeping executives informed on cutting-edge developments and market dynamics.
- Partnered across product, engineering, and marketing teams to coordinate data-governed communication pipelines.

COMMUNITY AND GROWTH

Startup Event Host & MC

San Francisco, CA

Companies: Seamate (AI Community), Mito Health, Coral.io, Kylon

Feb. 2026 – Present

- Host and MC **15+ in-person startup events** on Luma, from large **industry panels** to intimate **founder meetups**, for multiple early-stage startups and a global AI founder community.
- Led the Google I/O Week Panel with 5 industry panelists and **500+ attendees**, and the SaaStr Week Networking Night with **300+ attendees**, owning end-to-end logistics from venue and vendor negotiation to on-site execution.
- Run recurring Thursday Founder Meetups, Builders Night socials, and small-group discussion sessions, building a repeat-attendee base and design-partner pipeline for partner startups.

SKILLS

- **Data & Technical:** SQL, R, Python (Pandas), Excel VBA, Snowflake, Azure, Dynamics 365 (CRM/ERP)
- **Product & Analytics:** Power BI, Tableau, Linear/Jira, Figma, Amplitude/PostHog, Microsoft 365 (Excel, Word, PowerPoint)
- **Product Management:** PRDs, User Research, Roadmap Prioritization, Funnel Analysis, A/B Testing, GTM Strategy
- **Hobbies:** Scuba Diving (Dry suit), Snowboarding, Volleyball, Badminton, Hiking, Sailing