

Job Posting:

<https://jobs.lever.co/sparelabs/49a62154-2c54-401c-aa3b-cffcf37f785b>

Data Analyst Co-op (remote optional)

VANCOUVER /
CUSTOMER SUCCESS /
CO-OP

Spare is growing and we are looking for a **Data Analyst Co-op** to join our Partner Success team! We are open to co-ops looking for a **4-8 month term**.

This role is open to Canadian citizens or Permanent Resident holders. You must also be enrolled in a Canadian Post-Secondary Institution.

About this Role ✨

As a **Data Analyst Co-op**, you will...

- Collaborate with Partner Success Managers to understand data requirements and any analysis or reports needed;
- Build a variety of reporting templates to help improve our business processes;
- Work with large, distributed data sources to provide insights and suggestions;
- Work with a variety of tools including but not limited to Excel, Google Sheets, Kepler, Metabase, Spare platform etc.

About You ✨

- Currently completing a diploma or degree program in Economics, Statistics, Data Science and/or Business;
- A wizard with excel and/or google sheets;
- Has strong communication and presentation skills.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification in the job posting.

At Spare we are committed to creating a diverse and inclusive environment so we strongly encourage you to apply even if you don't believe you meet every single qualification outlined. We also do our best to ensure all applications received are responded to.

About Us ✨

We are Spare, a SaaS platform that enables anyone to launch a smart transportation service, bringing efficient on-demand ride-hailing and pooling services to communities

across the globe. In the past year, we have grown from 25 people to over 50 and we are continuing to grow! Want to learn more, check out [The ABC's of working at Spare](#).

What do we believe?

At Spare we have guiding principles that represent the way we interact with each other. These help us understand the type of behaviour that we expect from the people around us. These principles are a framework for distributed decision making; they allow us to determine what to do in a given situation without going through any “red tape”. These principles will help us succeed in our mission to unlock the potential of mobility for everyone.

How do we work?

Remotely or in-office, up to you!

We have a home office allowance for all full-time permanent employees. Our HQ is in Vancouver, but if you are outside Metro-Vancouver, we also have a monthly co-working stipend. Check out more of our benefits on our [Careers page](#).

How can you find out more?

Check out our [Hiring Process blog post](#) to learn about what to expect next, or [apply here!](#)

Reference

“Data Analyst Co-op (remote optional)”, Spare, <https://jobs.lever.co/sparelabs/49a62154-2c54-401c-aa3b-cffc37f785b>

Eric Zhang

3672 Hennepin Avenue

Vancouver, BC V5S4V5

Phone: (778) 883-9621

Email: ericzhang@gmail.com

Objective	Computer Science and mathematics student starting in the field of technology working towards data analytic position.
Education	<i>University of British Columbia, Vancouver, BC</i>
2021-2023	Bachelor of Computer Science (BCS) Expected graduation: June 2023
2015-2020	<i>University of British Columbia, Vancouver, BC</i> Bachelor of Science with specialization in Mathematics.
Employment	Axiom Builders, Vancouver, BC
May-Aug 2021	Estimating internship. Responsible to work with data in construction processes using Excel. Learning to perform takeoffs for various construction processes using CCTO and OST. Assist senior estimators on different construction projects in the lower mainland.
Jan-Aug 2020	United Parcel Service (UPS), Richmond, BC Entry level data operator. Responsible for operating UPS systems: HFSC & TFCS and cooperate with other departments to maintain a smooth operation within the company. Recording and managing data of all packages and trailers.
Jan-Sept 2018	UBC Civil Engineering, Vancouver, BC Project Analyst. Responsible for assisting civil engineering managers and masters' students in their projects. Data entry for various experiments. Learning how to use different machinery in lab to make pieces to complete the project.
Leadership	Head coach of Apex Volleyball Club and Killarney Secondary School volleyball teams.
Certificates	Make Ethical Decision. Making Head Way. Foundations of Volleyball
References	Available upon request

123 Eagle Lane
Vancouver, BC V2D4E8

April 3, 2022

Erin Girard
Talent Acquisition Leader
Spare
Vancouver, BC V6C 1B4

Subject: Data Analyst Co-op Position with Your Company

Dear Ms. Girard,

I was beyond excited when I come across the opportunity to apply for the data analyst co-op position at Spare. I am currently completing my Bachelor of Computer Science degree (BCS) at the University of British Columbia (UBC). I also possess a Bachelor of Mathematics degree from UBC. Throughout my studies, I have honed my analytical and problem-solving skills, and my passion for data science has sparked my interest in the data analyst co-op position at Spare. I believe my knowledge in computer science, mathematics and statistics make me a suitable candidate for your company. Furthermore, my experiences include data estimating, data operating and project analytics. In addition, my 7 years of head coaching experience makes me a better leader and a communicator.

During my internship at Axiom, I helped senior estimators to solve real life problems. I learned to always be responsible and complete tasks well ahead of the deadline. I also improved my communication skills when seeking for help from managers. While working for UPS, I learned to communicate with peers in a professional manner to maintain an efficient operation. As a project analyst at UBC Civil Engineering Lab, I have enjoyed analyzing data for variety of projects. Furthermore, I was thrilled to solve and work with different problems that may occur every day. The job strengthened my problem-solving skills and forced me to quickly adapt to a fast-paced environment.

As a head coach of youth volleyball teams, I believe I have the two important assets that you are looking for in a candidate – problem solving and communication. My references can also confirm that I am a good communicator, an enthusiastic, reliable, and responsible individual. I may not have much previous experience in this field, but my fast-learning abilities and the willingness to learn overshadows my lack of experience.

Thank you for taking the time to review my application. If you consider me a possible candidate for your company, I will gladly welcome an interview at your convenience.

Kind Regards,

A handwritten signature in black ink, appearing to be 'Eric Zhang', with a stylized, cursive-like script.

Eric Zhang
Encl: Resume

Reference Requests:

123 Me Street
Vancouver, BC, V8D 7H6

April 3, 2022

Alex Pappas
Technical Director
VolleyballBC
456 Barmet Highway
Burnaby, BC, V8H 7D6

Dear Mr. Pappas,

I hope this letter finds you well. I am reaching out because I have applied to the data analyst internship position at Spare Technology, and I was wondering if you are willing to be one of my references for my job application. In this position, I will be learning and collaborating with my team at Spare and perform data analysis.

You already know that I have always looked up to you as a leader, coach, and a teacher. I have learned so much from you, including teamwork, and better communication. Furthermore, this position requires applicants to have strong communication skills and be a team-oriented individual. Therefore, I believe you will be a strong reference who can assure my abilities.

Thank you for considering my request. I know you are a busy person working for VBC and Apex Volleyball Club, and I completely understand if you are unable to be my reference. Please let me know if you are available to be my reference at your earliest convenience. If you have any questions regarding the job or my application, do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric Zhang', with a stylized, cursive-like script.

Eric Zhang

123 Me Street
Vancouver, BC, V8D 7H6

April 3, 2022

Shaun Nguyen
Hub Supervisor
UPS
789 River Rock Avenue
Richmond, BC, V8H 7D6

Dear Mr. Nguyen,

I hope this letter finds you well and you are doing well at UPS. I am reaching out because I have applied to the data analyst internship position at Spare Technology, and I was wondering if you are willing to be one of my references for my job application. In this position, I will be learning and collaborating with my team at Spare and perform data analysis.

During my time at UPS, you and I spent a lot of time together problem solving. You taught me how to use all the UPS's data applications and how to efficiently store data. It was a valuable experience for me to work in such a fast-paced environment and learn on the fly. This position also requires applicants to have strong problem solving and communication skills. In addition, I believe a fast learner like me is a strong asset for this position. Therefore, I believe you will be a strong reference who can assure my abilities.

Thank you for considering my request. I know how busy UPS is, and I completely understand if you are unable to be my reference. Please let me know if you are available to be my reference at your earliest convenience. If you have any questions regarding the job or my application, do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric Zhang', with a stylized, cursive-like script.

Eric Zhang

123 Me Street
Vancouver, BC, V8D 7H6

April 3, 2022

David Lopez
456 Killarney Avenue
Vancouver, BC, V8H 7D6

Dear Mr. Lopez,

I hope this letter finds you well and everything is going well at Killarney Secondary School. I am reaching out because I have applied to the data analyst internship position at Spare Technology, and I was wondering if you are willing to be one of my references for my job application. In this position, I will be learning and collaborating with my team at Spare and perform data analysis.

You were an incredible teacher who taught me how to be a responsible and reliable individual. Under your guidance, I have developed a strong work ethic. These attributes are still part of my everyday life. This position requires applicants to be a responsible and reliable worker who can perform tasks on their own while assisting team members who need assistance. You named me the captain of the volleyball team because you knew that I was capable of being a reliable leader. Therefore, I believe you will be a strong reference who can assure my abilities.

Thank you for considering my request. I know you are a busy person teaching hundreds of high school students, and I completely understand if you are unable to be my reference. Please let me know if you are available to be my reference at your earliest convenience. If you have any questions regarding the job or my application, do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric Zhang', with a stylized, cursive script.

Eric Zhang