QUYEN NGUYEN

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SKILLS

Hard skills
- Programming Languages
- Data Manipulation and Analysis
- Data Visualization
- Database Management
- Data Cleaning and Preparation

Soft skills
- Analytical Thinking
- Problem-Solving
- Critical thinking
- Collaboration
- Storytelling

Tools and Software
- Python
- SQL
- Tableau
- Power BI
- Google Sheets / Excel

PROFESSIONAL EXPERIENCE

Data Analyst   05/2024 – Present
Talent Disruptors – HR recruitment service

- Project Analysis: Analyzed client project briefs to understand business problems, identified key requirements, and aligned data analysis to meet client objectives.
- Data Cleaning & Preparation: Cleaned, merged, and modeled datasets using Google Sheets, SQL and Python to prepare data for in-depth analysis, ensuring accuracy and consistency.
- Data Analysis & Insight Generation: Conducted data analysis using Python to identify trends, inconsistencies, and key drivers, delivering actionable insights that addressed the client's business questions.
- Visualization & Dashboard Development: Delivered data visualizations and well-structured dashboards using Tableau and Power BI to provide effective insights and comprehensive view of real-time monitoring.
- Recommendation: Summarized findings and formulated strategic recommendations based on data analysis, helping clients address root causes and optimize their business strategies.

Recruitment Analyst Executive   01/2022 – 04/2024
GemCommerce – Shopify ecommerce page builder
Analytics tasks (60%)

- Business Understanding & Communication: Collaborated with cross-functional hiring managers to identify recruitment needs and develop tailored strategies, reducing time-to-fill by up to 30% for key roles.
- Optimize Data Systems: Implemented and automated an Applicant Tracking System (ATS) in ClickUp, cutting recruiters' manual data updating time by 2 hours per day and streamlining candidate tracking.
- Data Preparation & Report Building: Prepared data for weekly reports and built dynamic dashboards in ClickUp providing managers with real-time tracking and actionable insights for swift decision-making.
- Data Quality Monitoring & Auditing: Collected, cleaned, and maintained candidate datasets comprising over 100,000 records from 5 different recruitment platforms ensuring integrity and accuracy of the database management within ATS (ClickUp) and Airtable.
- Research & Decision Support: Conducted data-driven analysis and provided the COO with actionable recommendations on balancing outsourced customer service and internal resources to reduce 30% operational costs.
- Data Interpretation & Actionable Insights: Analyzed tracking data from Google Analytics and Meta Business Suite to optimize advertising cost, tripling page followers and website traffic within 6 months.

Other tasks: (40%)

- Recruitment Process: Managed full-cycle recruitment for tech and non-tech roles, including niche hunting and mass recruitment efforts.
- Social Media Strategy: Conceptualized online advertising initiatives and created promotional content to boost social media presence and brand recognition.
- Website Rebranding: Led the complete rebranding of the company website, overseeing visual design, UX/UI improvements, and technical operations, resulting in enhanced user experience and 30% increase in website traffic.

CERTIFICATION

Google Data Analytics Professional Certificate
Certification provided by Google

Python for Data Science, AI & Development
Certification provided by IBM

Getting Started with Data Analytics on AWS
Certification provided by AWS

Data Analysis and Visualization with Power BI
Certification provided by Microsoft

EDUCATION

Foreign Trade University   2016 – 2020
Bachelor's in Business English