

# MATTHEW LEONARD

Passionate data scientist with 3+ years of experience in interpreting, analysing and visualising data for the biggest school at the University of Newcastle. I play a key role in strategic decisions, with extensive knowledge of teaching and research matters and the ability to problem-solve. I constantly wrangle, analyse and visualise data to assist in decision making. I am particularly skilled in SQL, R and R Studio and visualisation packages/software such as Shiny and Power BI. I have over 14 years of experience in the tertiary education sector, nine of which have been in the School of Education.



## EDUCATION

current  
|  
2020



### Master of Data Science

Computational Intelligence Specialisation



The University of Newcastle

- 6.2 GPA

2020  
|  
2019



### Graduate Certificate in Data Analytics

AQF Level 8



The University of Newcastle

- 6.0 GPA

2006  
|  
2006



### Web Development

Certificate IV



Hunter TAFE



## EXPERIENCE

current  
|  
2012



### Administrative Officer

School of Education



The University of Newcastle

- Solely and manually administrate academic workload system for 100+ staff via School-designed MS Access database of 30+ tables, 100+ queries and 11 reports
- Provide high-level, analytical and strategic support to the Head of School, Deputy Heads of School and School Executive Committee
- Analyse teaching and research data and provide reports and create visualisations such as dashboards and web applications
- Worked closely with Head of School during Course Optimisation project that resulted in an estimated savings of \$1.1m in 2021 School teaching costs
- Provided data for and created dashboard for the School of up-to-date statistics in eight key areas, including income, programs, courses, staff, students and external partnerships

2016  
|  
2014



### IT / eLearning Support Officer

School of Medicine and Public Health



The University of Newcastle

- Provided reports and contributed to School committees, project teams and working parties
- Worked flexibly between multiple campuses and hospitals, providing support where and when it was most needed, whilst remaining contactable and communicating with relevant colleagues and stakeholders
- Trained three cohorts of Bachelor of Medicine students and tutors in Blackboard Collaborate, allowing tutorials to take place online whilst students were on placement
- Created automated system that created individualised PDFs, attached to personalised emails to thousands of students regarding feedback on assessments

## CONTACT



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[matthewrleonard](https://twitter.com/matthewrleonard)



[matthewrleonard](https://github.com/matthewrleonard)



0466 616 138

## HARD SKILLS

R	<div><div></div><div></div><div></div><div></div><div></div></div>
Python	<div><div></div><div></div><div></div><div></div><div></div></div>
SAS	<div><div></div><div></div><div></div><div></div><div></div></div>
SQL	<div><div></div><div></div><div></div><div></div><div></div></div>
Power BI	<div><div></div><div></div><div></div><div></div><div></div></div>
Tableau	<div><div></div><div></div><div></div><div></div><div></div></div>
MS Excel	<div><div></div><div></div><div></div><div></div><div></div></div>
Wrangling	<div><div></div><div></div><div></div><div></div><div></div></div>
Analysing	<div><div></div><div></div><div></div><div></div><div></div></div>
Visualising	<div><div></div><div></div><div></div><div></div><div></div></div>
Modelling	<div><div></div><div></div><div></div><div></div><div></div></div>
HTML	<div><div></div><div></div><div></div><div></div><div></div></div>
CSS	<div><div></div><div></div><div></div><div></div><div></div></div>
JavaScript	<div><div></div><div></div><div></div><div></div><div></div></div>

## SOFT SKILLS

- ☒ Written and verbal communication
- ☒ Problem solving
- ☒ Interpersonal skills
- ☒ Flexibility and adaptability
- ☒ Work independently
- ☒ Work under pressure
- ☒ Teamwork and collaboration
- ☒ Attention to detail

2012  
|  
2009

### Expo Officer / IT Officer

Careers Service

📍 The University of Newcastle

- Coordinated four annual careers expos, which required liaising with employers, overall event management, marketing and employment and supervision of student assistants
- Maintained employer contact database and produced reports and statistics when necessary
- Introduced an online registration system and electronic floor plans for all events
- Organised numerous, simultaneous events that achieved excellent attendance and feedback from employers and students

2008  
|  
2008

### Project Officer

Careers Service

📍 The University of Newcastle

- Researched career opportunities and wrote content for the Degrees to Careers project
- Assisted in design and development of fully-functioning, easy-to-use and engaging website for Degrees to Careers project

2008  
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2007

### Information Officer

Careers Service

📍 The University of Newcastle

- Liaised with external recruiters to provide students and graduates with employment opportunities
- Analysed student and appointment data and provided charts, tables and written analysis for midyear and annual departmental reports
- Provided triage support for students and employers, requiring excellent knowledge of all services provided by the department
- Part of a team that won Vice Chancellor's Award for General Staff Excellence and National Association of Graduate Careers Advisory Services Best Practice Award



## REFEREES

### Professor Susan Ledger

Head of School and Dean of Education  
School of Education

📍 The University of Newcastle

✉ [Susan.Ledger@newcastle.edu.au](mailto:Susan.Ledger@newcastle.edu.au)

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### Associate Professor Robert Parkes

Acting Head of School (2019-2020)  
School of Education

📍 The University of Newcastle

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### Tanille Elley

School Executive Officer  
School of Education

📍 The University of Newcastle

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R and CSS, using the R package:  
[datadrivencv](#)*

*and some help with:  
[pagedown](#), [rmarkdown](#) and [tidyverse](#).*

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[matthewleonard.ml/cv/](http://matthewleonard.ml/cv/)*