

# 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. Play a key role in strategic decisions, with extensive knowledge of teaching and research matters and the ability to problem-solve. Constantly wrangle, analyse and visualise data to assist in decision making. Particularly skilled in SQL, R and R Studio and visualisation packages/software such as Shiny and Power BI. Always coding, always reading, always learning. More than 14 years of experience in the tertiary education sector, nine of which have been in the School of Education.

## EDUCATION

current   2020	<b>Master of Data Science</b> Computational Intelligence Specialisation • 6.2 GPA	📍 The University of Newcastle
2020   2019	<b>Graduate Certificate in Data Analytics</b> AQF Level 8 • 6.0 GPA	📍 The University of Newcastle
2006   2006	<b>Web Development</b> Certificate IV	📍 Hunter TAFE

## EXPERIENCE

current   2012	<b>Administrative Officer</b> School of Education • 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	📍 The University of Newcastle
2016   2014	<b>IT / eLearning Support Officer</b> School of Medicine and Public Health • 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	📍 The University of Newcastle

## CONTACT

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## HARD SKILLS

R	● ● ● ● ●
Python	● ● ● ● ●
SAS	● ● ● ● ●
SQL	● ● ● ● ●
Power BI	● ● ● ● ●
Tableau	● ● ● ● ●
MS Excel	● ● ● ● ●
Wrangling	● ● ● ● ●
Analysing	● ● ● ● ●
Visualising	● ● ● ● ●
Modelling	● ● ● ● ●
HTML	● ● ● ● ●
CSS	● ● ● ● ●
JavaScript	● ● ● ● ●

## 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  
|  
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

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### Associate Professor Robert Parkes

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

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### Tanille Elley

School Executive Officer  
School of Education

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