

MINH CHAU

As a recently graduated university student with excellent logical thinking and organisational skills, I am currently seeking a job opportunity in the data maintaining and information processing field to expand my professional experience within the workforce.



EDUCATION

03/2019
|
06/2020

03/2015
|
06/2018

Master of Applied Statistics

Victoria University of Wellington

Wellington, NZ

Bachelor of Science in Statistics

Otago University

Dunedin, NZ



WORK EXPERIENCE

08/2020
|
current

Research Assistant

Massey University Wellington

Wellington, NZ

- Communicate with the client clearly to fulfil requirements
- Prepare and transform survey data for analytical purposes
- Create informative graphs and tables to present key findings
- Apply statistical methods to data and produce insightful interpretations in plain English

04/2020
|
current

Sessional Assistant

Victoria University of Wellington

Wellington, NZ

- Mark 100-level statistics assignments and projects
- Attend to training and meetings
- Enter assignment grades correctly and in accordance with the marking system's guidelines

03/2020
|
06/2020

Intern/Data Analyst

Harmonic Analytics

Wellington, NZ

- Extract, transform and analyse time series data to draw appropriate interpretations and conclusions
- Construct time series models to make monthly and yearly predictions
- Produce an interactive Shiny dashboard to present predictive techniques and significant statistical results
- Co-operate with supervisor and manager to deliver according to the client's requirements and ensure data quality is optimised

CONTACT

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🔗 [Github profile](#)

🏠 [Personal website](#)

in [Linkedin](#)

KEY SKILLS

Communication and writing skills

Adapt quickly to new systems and computer competences

Experience with data entry and reporting

Good understanding of data privacy principles

Strong attention-to-detail and customer service skills

Advanced Microsoft Word, Power Point and Excel skills

Ability to keep track of input and processing activities to ensure data consistency

REFERENCES

Shirley Wu

Operations Manager

Harmonic Analytics

shirley@harmonic.co.nz

Ploi Yibmantasiri

Data Scientist

Harmonic Analytics

ploi@harmonic.co.nz

This resume was made with the R package [pagedown](#).