MINH NGUYEN

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SUMMARY

Recent graduate with a Master's degree in Information Technology from Flinders University (12/2023). Actively seeking opportunities in the field of data analysis or related roles. Proficient in utilizing technologies such as Excel, SQL, R, Python, and Power BI. Eager to apply academic knowledge and hands-on skills to contribute effectively in a dynamic professional environment.

SKILLS

Technical Skills

- Programming Languages for data: Proficient in R and Python.
- Database and Tools: Experienced in SQL, MySQL, RStudio, MySQL Workbench, Microsoft BI, and Excel.
- Additional Technologies: Familiar with HTML, CSS, JavaScript, PHP, and Java.

Soft Skills

- Strong communication skills with attention to detail.
- Collaboration and Teamwork
- Quick adaptability to change and new technologies.
- Analytical thinker with a knack for resourceful problem-solving.
- Quick learner, adept at swiftly grasping and implementing new concepts and technologies.

EDUCATION

Master of Information Technology – Flinders University, SA   Feb 2022 – Dec 2023

Achievement:

- GPA – 6.37/7
- Chancellor's Letters of Commendation for excellent academic performance
- Best Innovation Award the topic of "Engineering Management / ICT Management and Professional Standards" at Flinders University

DEGREE-RELATED PROJECTS

Data Analysis Project (Using R)

Overview: Conduct an analysis covers various aspects of data collection, data wrangling, data analysis and data prediction of sales data collected from the database in MongoDB to gain insights into the sales performance of a company.

Technology and tool applied: R, RStudio

My role: Led the team in conducting an in-depth analysis, overseeing aspects such as data collection, data wrangling, and implementing predictive analytics. The focus was on extracting meaningful insights to enhance the understanding of the company's sales performance.

Reporting analytics

Overview: Utilizing Power BI to analyse and visualize data for enhanced decision-making.

Technology and tool applied: Power BI serves as the backbone of the analytics, providing a powerful platform to transform raw data into meaningful insights.

For more details, please visit my portfolio **[HERE](#)**

WORK EXPERIENCE

Flinders University (Contract - Nov 2022 – Jan 2023)

Casual Professional Register – Information Technology (Canvas Migration Project)

Imported content from FLO to Canvas – Cleaning – up content and writing report. Peer – reviewing migrating topics and giving feedbacks.

Key Learning:

- Data analysis: The ability to clean up content and write reports on the data that has been imported.

- Quality assurance: Familiarity with peer-reviewing migrated topics and fixing content, ensuring that the data is accurate and consistent.

- Problem solving skills: Being able to efficiently plan and organize the content migration process.

- Adaptability: Being able to adapt to new systems, technologies, and processes, and quickly learn new thing skills.

City of Melbourne, VIC (Sep 2021 – Feb 2022)

Shop Front Vacancy Audit Officer - Economic Development & International

The Shop Front Vacancy Audit team is responsible for auditing 100% of businesses over a monthly reporting cycle as this is critical to the success of the program. To gather business operational data, helping to establish when business is open or reopening for community forums or communication platforms.

Key Learning:

- Data Integrity & Quality: Highly accurate processing of raw data into database using a mobile-based application.

- Research/ Reporting: Collection and collation of readily observable and retrievable information. In partnership with the Audit Supervisor examine the accuracy of data and resolve data discrepancies that require corrections.

- Teamwork: The ability to self-organize and work autonomously is essential as Audit Officers often work without close guidance or supervision.