

# NGUYEN THI NHU NGUYEN

## Data Analyst

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## PROFESSIONAL SUMMARY

Aspiring Data Analyst skilled in SQL, Python, Excel, and Power BI. Experienced in cleaning and transforming datasets, performing exploratory data analysis, and developing interactive dashboards to support decision-making. Recognized for strong attention to detail, data accuracy, and effective communication. Seeking a full-time role to deliver data-driven solutions and support business decision-making. Relocation-ready for on-site or hybrid roles.

## EDUCATION

<b>Edinburgh Napier University</b>	Feb 2020 - Feb 2021
Master of Science International Business Management	
<b>Tay Do University</b>	Sep 2015 - Sep 2018
Bachelor of Environment and natural resources management	

## WORK EXPERIENCE

<b>Digi-Texx</b>	Jun 2022 - present
Data Processor	
<ul style="list-style-type: none"><li>Processed and validated large volumes of data, maintaining 98% data accuracy.</li><li>Identified and corrected data inconsistencies to ensure integrity for tracking and performing.</li><li>Collaborated with team members to troubleshoot data and system issues, reducing processing delays.</li></ul>	
<b>Ames Language Centre</b>	Feb 2019 - Jan 2020
Teaching Assistant	
<ul style="list-style-type: none"><li>Organized teaching materials and monitored student performance, generating weekly data reports to optimize lesson plans.</li><li>Analyzed attendance and engagement metrics to identify learning gaps and improve participation.</li><li>Coordinated with students and parents to enhance learning outcomes.</li></ul>	

## PROJECTS

<b>PwC Switzerland Power BI - Link</b>	2024
<ul style="list-style-type: none"><li>Built interactive Power BI dashboards to monitor HR metrics and workforce KPIs.</li><li>Analyzed diversity and gender balance using DAX to identify representation gaps.</li><li>Delivered insights using consulting-style data storytelling dashboards.</li></ul>	
<b>Excel Skills for Business – Macquarie University - Link</b>	2023
<ul style="list-style-type: none"><li>Cleaned and analyzed large datasets; built automated Excel reports for accurate reporting.</li><li>Designed interactive dashboards to visualize metrics and support decision-making.</li></ul>	
<b>IBM Data Analyst - Link</b>	2022
<ul style="list-style-type: none"><li>Cleaned and transformed complex datasets using Python, ensuring high-quality analytical inputs.</li><li>Performed exploratory data analysis (EDA) to uncover trends and patterns, and actionable business insights.</li><li>Built interactive dashboards in IBM Cognos Analytics to highlight trends and key metrics.</li></ul>	

## SKILLS & CERTIFICATIONS

### IELTS 6.0

Technical Skills	SQL (MySQL), Python (Pandas, NumPy, Matplotlib), Power BI (DAX, data modeling, dashboards), MS Excel, IBM Cognos Analytics.
Soft Skills	Communication, Teamworking, Critical Thinking, Problem Solving, Adaptability, Attention to detail.
Certificates	SQL Advanced - Hackerrank, IBM Data Analyst - Coursera, Excel Skills for Business - Coursera.