NINA LIU

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OBJECTIVE

I am a Business/Data Analyst with a solid academic background and practical experience in the IT industry, particularly in Business and Data Analysis. Throughout my career, I have developed strong skills in data analysis, visualization, and database management. I have a genuine passion for math and coding and consider myself a good storyteller, using data to convey clear and compelling insights. I am a fast learner who continuously seeks new knowledge and skills to stay current with industry trends. I am excited about the opportunity to work with a dynamic team and eager to apply my expertise to make a meaningful impact through data-driven insights.

TECHNICAL SKILLS

- **Structured Query Language (SQL):** Proficient in database querying, management, and optimization.
- **Data Analytics & Visualization:** Expertise in Spreadsheets, Excel, Power BI, BigQuery, and Tableau for comprehensive data analysis and dashboard creation.
- **Programming Languages:** Strong knowledge of Python and R for statistical analysis, automation, and data-driven tasks.
- **IT/ICT Support:** Skilled in IT Infrastructure Design, Cloud Computing, Data Security, Troubleshooting, Software and Hardware Installation, and technical issue resolution.
- **Web Development:** Proficient in UI/UX design and experienced with WordPress, front-end technologies (HTML, CSS), and back-end frameworks (Django), as well as Content Management Systems (CMS).

PROFESSIONAL SKILLS

- Problem-solving skills
- Presentation skills
- Effective Communication Skills
- Attention to detail
- Team Collaboration
- Language: English (Fluent), Mandarin (Native), Cantonese (Native)

PRACTICAL PLACEMENTS

Business Analyst & IT Project Developer | *Industry Exchange Digital Tool Project*   *Perth, WA* | **03/2024 – 06/2024**

Responsibilities
- Developed a web application to connect students and industries for project matching.

Skills
- Agile project management and task organization.
- Proficiency in UI/UX design, system analysis, and IT infrastructure planning.
- Strong analytical skills for market evaluation and strategic insights.

Achievements
- Delivered a highly-rated project, earning a 91/100 score in the Consultancy Project unit.
- Enhanced student engagement and industry collaboration through effective project design.
- Received positive feedback from clients and the supervisor.

UNIVERSITY PROJECT

Business Intelligence Analyst | Electric Vehicles (*EV) Market Insights Project*   *Perth, WA* | **05/2024**

Responsibilities
- Analyzed Australia's EV market trends and adoption rates from 2020 to 2023.

Skills
- Data mining and collection from open-source platforms.

- Proficient in Excel for data cleaning and organizing.
- Experienced in data visualization with Power BI.

Achievements
- Independently sourced open data, ensuring accuracy and relevance to the Australian EV market.
- Identified key market trends, including a market share increase to 7.2% and adoption rate growth to 3.14%.
- Developed clear and informative Power BI dashboards to visualize insights, helping to forecast a 51% market share for EVs by 2030.
- Delivered actionable insights that could guide strategic decisions for industry stakeholders, demonstrating strong analytical and problem-solving skills.

Database Designer | *Pemberton Rescue Shelter Database Project*   *Perth, WA* | **04/2023 – 05/2023**

Responsibilities
- Designed and implemented a database system to manage animal rescues, adoptions, and donations.
- Developed ER diagrams and logical database schemas using MS Visio and SQL.

Skills
- Proficient in database design and modeling with MS Visio and SQL.
- Experienced in writing and optimizing SQL queries for data management.

Achievements
- Independently created a scalable database system, improving data organization and operational efficiency.
- Received high commendations for accurate database modeling and query design.

Network & IT Infrastructure Architect | *Southwest Shire Connect Project*   *Perth, WA* | **06/2023**

Responsibilities
- Designed an integrated IT and network infrastructure blueprint for Southwest Shire Council.
- Focused on centralization, secure data transit, office-specific requirements, and Green IT sustainability.

Skills
- Proficient in IT infrastructure design and network optimization.
- Expertise in hybrid networking and data security strategies.

Achievements
- Projected a 300% increase in cloud storage capacity and a 40% improvement in network efficiency.
- Enhanced data security, achieving an estimated 75% reduction in data loss risks.

EMPLOYMENT

Sales | *Myer Department Store*   *Perth, WA* | **10/2022 – 01/2022**
- Utilized data-driven approaches to analyze customer preferences, achieving a 45% conversion rate.
- Demonstrated strong adaptability and teamwork, aligning with business goals to enhance operational efficiency.

Assistant Prosecutor | *Zhongshan First People's Procuratorate*   *Guangdong, China* | **11/2016 – 12/2021**
- Leveraged case management systems and legal databases to streamline workflows and improve document accuracy.
- Coordinated and managed over 500 cases, showcasing proficiency in data analysis, system navigation, and process optimization.
- Developed detailed reports and legal opinions using advanced document editing tools, demonstrating analytical and technical skills.

VOLUNTEER

Sales Assistant | St Vincent de Paul Society WA   *Perth, WA* | 11/**2024 - Now**

Responsibilities
- Assisted in charity store operations, including handling donations, organizing shelves, and cashiering.

Skills
- Strong customer service and communication skills.

- Experience in merchandising and inventory management.

Achievements
- Improved operational efficiency, contributing to fundraising efforts.
- Enhanced customer satisfaction and community engagement.

Receptionist | *GoGoPerth International Student Community*   *Perth, WA* | **02/2024**
- Engaged with diverse audiences to enhance attendee feedback and data collection, driving a 30% membership increase through proactive promotion.

EDUCATION

Curtin University | *Master of Commerce*   *Perth, WA* | **07/2022 – 07/2024**
- Major in Information Systems and Technology
- Specialization in Data Analytics and Visualization
- Course Weighted Average: 73.13/100
- Academic Status: Good Standing

Guangzhou Medical University | *Bachelor of Law*   *Guangdong, China* | **09/2012 – 07/2016**
- Average Credit Points (GPA): 2.71/4.0

CERTIFICATES

She Codes Australia | Coding Tutorial   *Perth, WA* | **09/2022**
- Introduces web development essentials for comprehensive learning.
- Web technologies, focusing on HTML, CSS, WordPress, Python, and Django.

Google Coursera | *Google Data Analytics Professional Certificate*   *Perth, WA* | **01/2024 – 02/2024**
- Covers data cleaning, analysis, and visualization techniques.
- Hands-on projects using Excel, SQL, and Tableau.

REFEREES

Nick Schols	Xuan Zheng
From Curtin University Industry Exchange (Client)	From Industry Exchange Digital Tool Project (Team Lead)
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