

Resume - James Roberts.

I am a **recent graduate** with a degree in **Information Technology**, and while I have a passion for data analysis, I am still developing my skills in statistical analysis, machine learning, and data visualization. My academic experience has given me a solid foundation in coding and data management, but I am looking to expand my knowledge and hands-on experience in a professional setting.

EDUCATION

2019 – 2023

Bachelor of Information Technology - University of Tasmania, Tasmania, Australia.

Graduated with a GPA of 5.4/7; weighted average percentage of 68%.

Relevant knowledge and skill development:

- Basic knowledge of programming languages, including Python and SQL.
 - Familiarity with databases and the fundamental concepts of data manipulation.
 - Introduction to data visualization tools like Excel and Tableau.
 - Exposure to machine learning concepts through coursework but limited practical application.
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PROFESSIONAL EXPERIENCE

2023 – Present

Junior Data Analyst Intern - XYZ Consulting, Tasmania

- Assisted senior data analysts with data cleaning and preparing datasets for analysis.
- Created basic data visualizations using **Excel** to help summarize trends in client data.
- Supported internal teams with general data-related tasks but had limited exposure to advanced tools or techniques.
- Had minimal involvement in any data-driven decision-making or presenting insights to stakeholders.

2022

IT Support Assistant - University of Tasmania

- Provided technical support to students and staff, troubleshooting software and hardware issues.
 - Assisted in the maintenance of data systems but had little involvement in actual data analysis.
 - Gained familiarity with databases and software environments but no substantial hands-on experience in data-driven roles.
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PROJECTS

2023

Basic Data Visualization with Python

Developed simple data visualizations using **Python** and **Matplotlib** to represent trends in a publicly available dataset. While I followed tutorial-based projects, I didn't complete a complex project and still struggle to work independently on larger datasets.

2022

SQL Data Extraction Project

Completed an academic project in which I used **SQL** to query a sample database and retrieve specific

information. The project was limited in scope and didn't involve any deeper analysis or advanced SQL techniques.

SKILLS AND PROFICIENCIES

Basic Proficiency:

- **Python** (basic scripting, data manipulation with Pandas)
- **SQL** (basic querying and data extraction)
- **Excel** (data entry, basic formulas, basic pivot tables, and simple visualizations)
- **Tableau** (basic visualizations, mainly through guided tutorials)

Limited Proficiency:

- **R** (have some exposure but haven't used it in real-world projects)
 - **Machine Learning** (basic understanding from academic coursework, no hands-on experience in applying ML models)
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ACHIEVEMENTS

2023

Dean's List

Recognized for academic achievement in Information Technology with a GPA in the top 20% of the cohort.

INTERESTS

- Eager to develop further skills in **data analysis**, particularly in **business intelligence** and **machine learning**.
 - Interested in learning more about data-driven decision-making and how it can be applied to improving outcomes for local communities.
 - Enjoys coding challenges and exploring new technologies in my spare time.
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ASSESSMENT OF SUITABILITY FOR THE ROLE

- **Strengths:**
 - Some foundation in coding with **Python** and **SQL**.
 - Basic experience in **data visualization** (Excel, Tableau) and **data cleaning**.
 - Familiarity with relevant tools and some exposure to machine learning concepts.
- **Areas for Improvement:**
 - **Limited hands-on experience** with complex datasets or real-world data science tasks.
 - Lack of experience with **statistical analysis** and **data storytelling**.

- Limited exposure to using **machine learning** for business outcomes or actionable insights.
- Could benefit from more **business experience** in deriving actionable insights from data.