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.

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.

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)

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.

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.