

Data Analysis Portfolio

Treat this section of your portfolio as the opening for your brand. It helps to write this section at the end, and to have a clear goal and audience in mind. Is this portfolio for a specific job or company?

In one or two sentences, describe your most relevant skills, unique experiences and other qualifications that make you the ideal candidate for the specific job.

Helpful Resource:

<https://www.indeed.com/career-advice/career-development/guide-to-writing-a-bio-with-examples>

Professional Background

Give the reader a brief look at your professional background. This section is similar to a cover letter that would accompany your CV or Resume. This should be a short but clear timeline of your education, training and career. Include the most critical accomplishments from each stage of your professional career to show the employer how you have progressed.

An effective and creative way to create this section is to include an infographic with a timeline of your career.

Approx. 1pg for people with a few years of work exp.

Grads & people entering the workforce for the first time might have shorter backgrounds and that's ok!

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Udemy Project Description

In this section you need to give the reader context for the report.

When you do this, use the STAR Method when describing the task to a potential employer:

STAR stands for:

- **Situation:** Recall the situation you were in.
Hint: you were given a hypothetical situation where you are presenting Udemy course data. What kind of data did you start with?
- **Task:** What was the purpose of this report? What problem were you trying to solve? What did you have to do with the data? Or, what question(s) did you set out to answer?
- **Action:** Outline actions you took. Mention any specific methodologies you used.
- **Result:** Describe the results you achieved. What conclusions were you able to draw from the data?

<https://www.thebalancecareers.com/what-is-the-star-interview-response-technique-2061629>

Max. 1pg

The Problem

What is the business problem?

How long do you have to work on this project?

What data should be collected to understand this problem? How should it be presented?

What questions would you ask to better understand the business problem?

Design

*In what state was the data in initially? What steps did you take to “clean” the data?
What visualisation tools have you used to share the data and why?*

Findings

Identify your narrative and create a story that is easy to follow with your data

A good data story leverages three major components - Data, Narrative and Visuals. You should have already done most of the work for this in Module 5 of the program.

In your report you need to identify the key insights and visuals that communicate your data as efficiently as possible. You may need to write short paragraphs with each data set to communicate the narrative because, remember, your audience may not be people well-versed in Data Analytics.

*Summarise your findings here, then create sections and subheads for each finding/data set. Your subheadings will vary depending on how you decided to tell your narrative in section 4.3. **How you tell the story is up to you, but make sure that every graphic, every table, every visualisation addresses the problem that the report aims to solve.***

Finding 1

Subheadings are optional. You can decide whether you need to use them or not.

Figure 1: Total Subscriptions by Category

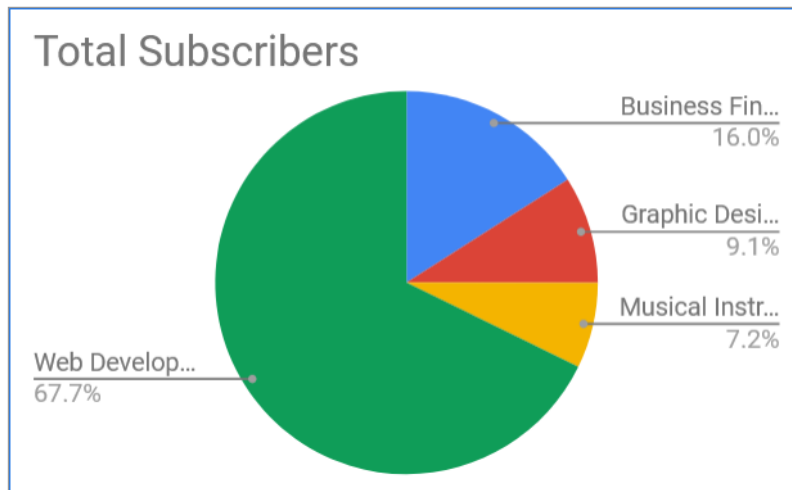


Figure 2: Users by Skill Level

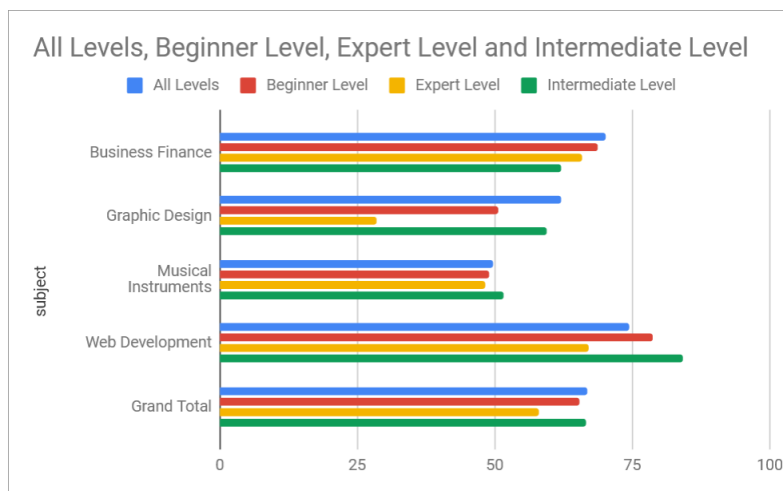


Table 1: Free/Paid Users

Free/Paid	COUNTA of Free/Paid
Free	310
Paid	3362
Grand Total	3672

Finding 2

Subheadings are optional. You can decide whether you need to use them or not.

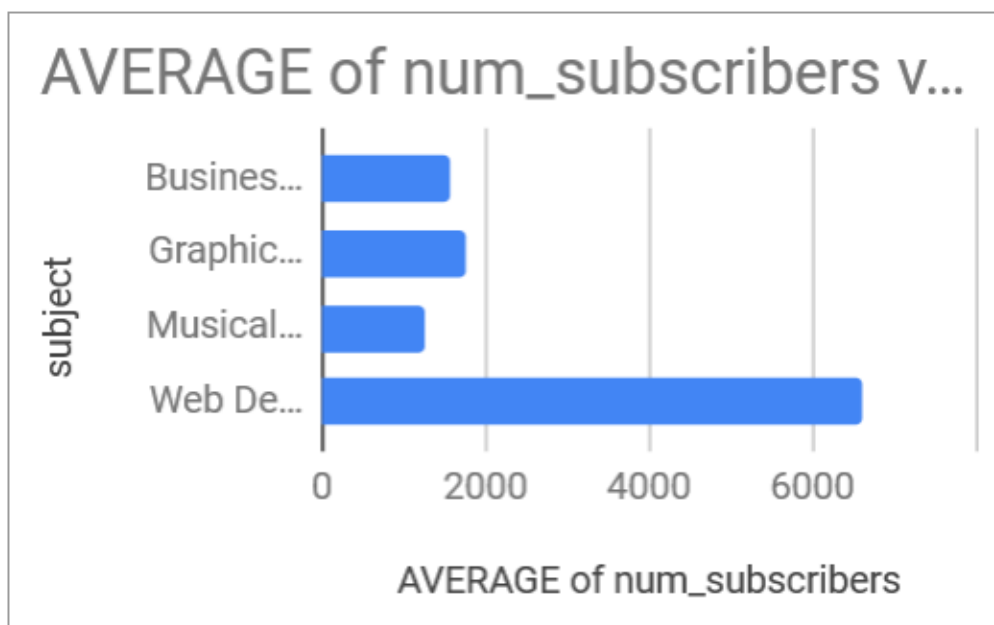
Table 2: Sum Subscribers by Subject

subject	SUM of num_subscribers
Business Finance	1868711
Graphic Design	1063148
Musical Instruments	846689
Web Development	7937287
Grand Total	11715835

Table 3: Average Subscribers by Subject

<i>subject</i>	AVERAGE of num_subscribers
Business Finance	1569.026868
Graphic Design	1766.026578
Musical Instruments	1245.130882
Web Development	6619.922435
Grand Total	3190.586874

Figure 3: Average Subscribers by Course



Analysis

Your findings from the root cause/5 Whys analysis

Conclusions

If you believe that certain actions should be taken as a result of your findings, put them here.

[YOUR CHOICE] Project Description

Data Design

Findings

Data Analysis

Conclusions

Appendix (optional)

Please remember that you need to have sharing access enabled when sharing links!

Google Sheets Data Set for Udemy Project

<https://docs.google.com/spreadsheets/d/1Eqnc0JnoudWkpR9wrx2Y10RlokZKsIYgKGTqY72grl0/edit?usp=sharing>

Tableau Data Visualization For Udemy Project

[\[Link here\]](#)

Google Sheets Data Set for [chosen] Project

<https://docs.google.com/spreadsheets/d/1Eqnc0JnoudWkpR9wrx2Y10RlokZKsIYgKGTqY72grl0/edit?usp=sharing>

Tableau Data Visualization For [chosen] Project

[\[Link here\]](#)