

ISHANI BUFF

Melbourne, VIC • 0412 345 789 • Ishanibuff@example.com

linkedin.com/in/ishanibuff • github.com/ishanibuff-dev

PROFESSIONAL SUMMARY

Motivated IT graduate with foundational experience in **data analysis, database management, and reporting**. Proficient in **Python** and **SQL** for basic data manipulation and analysis, with working knowledge of **Excel** for visualizing and summarizing findings. Familiar with data visualization tools such as **Tableau** and cloud concepts including **AWS S3** and **BigQuery**. Eager to grow analytical and technical skills to deliver actionable business insights and support data-driven decisions.

TECHNICAL SKILLS

Data Analysis & Programming:

- Python (Pandas, basic visualization with Matplotlib)
- SQL (data retrieval, joins, basic queries)

Data Visualization & Reporting:

- Excel (Pivot Tables, Charts, Lookup functions)
- Basic familiarity with Tableau dashboards

Database & Cloud Tools:

- Exposure to AWS (S3 data storage and IAM concepts)
- Basic understanding of Google BigQuery

Web & Other Tools:

- Introductory knowledge of HTML/CSS
- Jupyter Notebook for scripting and exploratory analysis
- PowerPoint for presenting data summaries

PROFESSIONAL EXPERIENCE

IT Support / Administrative Assistant

- Maintained data records in spreadsheets and internal systems.
- Assisted with basic reporting and document automation using Excel formulas.

- Provided technical support for team members and contributed to process improvement projects.

EDUCATION

Bachelor of IT, Monash (2021 – 2023)