[Ovnikutina@gmail.com](mailto:Ovnikutina@gmail.com)

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IRINA SCHULTZ

GitHub: <https://github.com/irinaschultz> | Email: [irinaschultz5@](mailto:irinaschultz5@)gmail.com | Mobile: 0499667710 |Address: Brisbane, QLD 4019

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**PROFILE**

* Experienced professional with a proven track record of success in the healthcare industry, currently enrolled in the Data Analytics Bootcamp at UWA and seeking to build a long-lasting career in data analysis.
* Extensive computer skills coupled with an ability to manipulate data and translate concepts into clear results to support decision-making.
* Resourceful communicator, skilled at building productive relationships with stakeholders and clients from diverse backgrounds at all levels.

**KEY SKILLS**

Python, SQL, Excel, VBA & Pandas Analytical Mindset Prioritising & Time Management

Data Cleaning & Transformation Reporting Advanced Stakeholder Management

Data Visualisation Forecasting Strong Attention to Detail

Good Understanding of Statistical Concepts Strong Problem-Solving Skills Excellent Communication Skills

**WORK EXPERIENCE**

**Student | Data Analytics Bootcamp at The University of Western Australia** Mar 2023 – Present

*I am currently working on weekly projects and expect to obtain certification in August 2023.*

**Completed Projects:**

Excel, VBA, Python, SQL

**Future Modules:**

Web Scraping and document Databases, ETL, JavaScript, Interactive Visualizations and Dashboards, D3, R, Tableau, Leaflet.js & GeoJSON, Machine Learning, Big Data

**Enrolled Nurse | Queensland Health (Redcliffe hospital)** Aug 2021 – Present

*As a team member of the nursing support unit, I am providing full clinical support to patients at Redcliffe Hospital.*

* Providing holistic care to patients by actively being involved in the interventions, ensuring safe nursing care and acting as a patient advocate
* Assisting registered nurses and other healthcare professionals and effectively handling a wide range of nursing tasks
* Conducting accurate assessments, implementing the appropriate care plan and documenting patient information and details of care provided in medical records
* Consulting with patients to determine their needs and supporting their family members when required to actively contribute to a culture of exceptional compassion and a commitment to excellence
* Ensuring a safe and clean working environment through appropriate clinical hygiene and health and safety practices
* Collaborating with the hospital departments to maintain a comprehensive approach to care and provide best-practice outcomes for patients

**Administration Officer & Accountant | Ellis Mining Group Companies** Aug 2014 – Jul 2021

*Ellis Mining Group specialises in the mining of lime and dolomite for distribution to farmers. I was responsible for administrative and customer liaison duties.*

* Maintained company procedures; coordinated and scheduled executive meetings and appointments
* Served as the first point of contact for clients and promptly responded to their queries utilising the knowledge of products and services; kept communication records for further reference
* Managed accounts payable & receivable, and bank reconciliations; prepared Activity Statements such as BAS and IAS
* Processed transactions using MYOB and Reckon and performed bookkeeping duties, including payroll, calculation of employee expense claims & entitlements, as well as month-end, quarterly, and end-of-year reporting
* Managed invoices and chased down overdue payments by contacting clients and arranging payment plans to ensure outstanding amounts will be paid in full
* Maintained accurate records of all business transactions for journal entries such as checks, bills, agreements, receipts, invoices, etc.; updated databases and filing systems
* Liaised with external accountants and auditors regarding tax returns, statutory financial statements, budgets, change in equity reports and balance sheet reconciliations
* Monitored company cashflow to ensure the business has sufficient cash at all times; prepared reports for actual and projected cash flow and provided recommendations for improvement
* Assisted in managing special projects such as new product launches; prepared budget and calculated all possible expenses which impact product costs

**PREVIOUS EXPERIENCE**

**Contracts Manager and East Consult | 2011 – 2014**

Assisted Western European investors in their acquisition of industrial companies in urope by preparing necessary documents and offering comprehensive support.

**Contracts Manager at Barkli Development Company | 2005 - 2011**

Drafted contract terms and conditions with clients and vendors; reviewed agreements to ensure compliance with company policies and legal regulations.

**EDUCATION & TRAINING**

**Data Analytics Bootcamp** | The University of Western Australia | Mar 2023 – Aug 2023 (Expected Completion)

**Bachelor of Nursing |** Australian Catholic University |2020 – Dec 2023 (Expected Completion)

**Diploma of Nursing (Enrolled Nurse) |** TAFE QLD (South Bank) |2019 – 2020

Diploma of Accounting **|** Federation University, Australia |2014 – 2016

Bachelor of Laws | Russian State Social University | 1994 - 1999

Current registration with AHPRA (NMW0002495714)

Current blue card

Current NDIS worker screening clearance card

Current first aid (including CPR) certificate

Current COVID-19 Age care and Indigenous Health certificates

**REFERENCES**

Matt Wharton | Nurse Manager Nursing and Midwifery Workforce

[Matt.Wharton@health.qld.gov.au](mailto:Matt.Wharton@health.qld.gov.au)

Beixi Xu | Doctor at Redcliffe Hospital

[Beixi.Xu@health.qld.gov.au](mailto:Beixi.Xu@health.qld.gov.au)