

Jia Wen Cheng

Irish Citizen

Dublin, Ireland | jia.cheng5@mail.dcu.ie

+353 (00) 000 0000

PERSONAL PROFILE

Ambitious and highly motivated graduate with a Bachelor's degree in Business Studies with Data Analytics specialism. Experienced in using tools such as Python, SQL, and Microsoft Excel to analyse data and support decision-making, with a working knowledge of Tableau for effective data visualisation.

EDUCATION

Bachelor of Science (BSc) in Business Studies

September 2021 – May 2025

Dublin City University, Ireland

Results: Second Class Honours Grade 1

Key Coursework and Projects:

- **E-Portfolio Development (Quarto & GitHub):**
Designed and published a personal e-portfolio using Quarto, with version control via Git and hosted on GitHub Pages.
- **Research Paper – Heart Attack Prediction using Machine Learning:**
Applied Python and machine learning algorithms to build predictive models for assessing heart attack risk, using real-world datasets.
- **Supply Chain Management:**
Conducted comparative research into supply chains in the automotive industry and the Irish SME food sector.
- **Business Strategy Case Study:**
Collaboratively analysed a real-world business issue, proposed strategic solutions, and presented findings as part of a group project.
- **New Enterprise Development:**
Gained insight into the startup process through ideation, business planning, and a "Dragons' Den"-style pitch as part of a team.

Leaving Certificate

September 2015 – June 2021

St. Joseph's Secondary School, Rush

- Leaving Certificate Points: 498
- Key Results: Business (H2), Maths (H2), Accounting (H3)

WORK EXPERIENCE

Programme Administrative Intern

June 2023 - 2024

Science Foundation Ireland, Dublin 2

- Delivered **high-quality administrative support** across multiple funding programmes, contributing to the smooth execution of operations and improved turnaround times.
- Managed and monitored shared inboxes, **efficiently triaging and drafting responses**, which helped maintain clear and timely communication with stakeholders.
- Conducted **non-technical eligibility checks** on funding applications, reducing review time and supporting compliance with programme criteria.
- Took full responsibility for the **logistics of in-person review panels**, ensuring seamless coordination that enhanced event delivery and stakeholder satisfaction.
- Built **strong working relationships** with internal and external stakeholders, facilitating effective collaboration and streamlined information flow.
- **Independently led the non-technical administration** of a specific funding programme, demonstrating initiative and earning trust through consistent performance.
- Carried out **proofreading and quality assurance** on critical documents, which improved accuracy and increased team efficiency in document preparation.

VOLUNTEER EXPERIENCE

Photographer's Assistant

May 20th - 24th 2019

Design Works Photography, Donabate

- Responsible for organising client details on Microsoft Excel and Word.
- Was trusted to assist with photography set-ups, increased overall work efficiency.
- Proactively managed client interactions, including junior clients, reducing time-consuming repeat photoshoots.
- Developed skills in photo editing using Adobe Photoshop, with a focus on creating high-quality images that meet clients' specification and expectations.
- Compiled and organised information from various sources to create effective presentations that convey key messages and insights.

TECHNOLOGICAL SKILLS

Proficient in a range of tools and platforms with practical application across academic and professional projects:

- **Data Analysis & Visualisation:** Tableau, Power BI, Jamovi – used for creating interactive dashboards and conducting statistical analysis.
- **Programming & Data Management:** Python, SQL – applied in projects for data cleaning, analysis, and machine learning model development.
- **Office Productivity:** MS Excel, MS Word, MS PowerPoint – leveraged for data handling, reporting, document creation, and presentation design.
- **Version Control & Web Tools:** GitHub, Quarto – utilised for creating a personal e-portfolio with integrated coding and version tracking.

LANGUAGE SKILLS

English – Native

German – Beginners

Mandarin (Chinese) – Native

Cantonese (Chinese) – Limited Working Proficiency

REFERENCES

To be requested.