



TRAN THI KIEU TRINH

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ABOUT ME

A detail-oriented and analytical-minded Data Analyst Intern eager to apply data-driven insights to support business decisions. Strong problem-solving and critical thinking skills with a keen interest in optimizing processes and uncovering trends. A proactive learner who thrives in collaborative environments and is eager to gain hands-on experience in data analysis and business intelligence.

WORK EXPERIENCE

Data Entry at Webify Group | Part-time **Oct 2024 - Mar 2025**

*At Webify Group, a subsidiary of Webify Global Pte. Ltd., specializing in website and mobile application development, I contributed to the **Wheree** project:*

- Reviewed and validated data to ensure accuracy before uploading to the website.
- Edited and supplemented data entries to align with content quality standards.
- Conducted comprehensive website and mobile application testing, identifying and reporting bugs to the development team.
- Conducted post-upload checks to ensure accurate and visually correct web display.

Data Labeling Collaborator at VinBrain | Part-time **May 2024 - Jun 2024**

*At VinBrain, a company specializing in artificial intelligence solutions for healthcare, I contributed to the **AIScaler** project:*

- Validated and corrected over 8,500 AI-generated transcriptions, ensuring 100% accuracy per company standards.
- Delivered all assignments on time, consistently meeting deadlines while maintaining high-quality results.

EDUCATION

Bachelor of Management Information Systems **Oct 2022 - Dec 2025**

University of Economics Ho Chi Minh City (UEH)

- Major in Business Information Systems
- Cumulative GPA: 3.87/4.00

ACHIEVEMENTS

- "Student of 5 Merits" – Faculty Award (2023 & 2024)
- Awarded scholarship for academic and extracurricular excellence (3 out of 5 completed semesters)
- Third Prize – UEH Debate 2024 (Faculty Level)

CERTIFICATES

- | | |
|---|---------------------|
| • TOEIC Listening & Reading 855/990, ETS | Dec 2022 - Dec 2024 |
| • Google Data Analytics, Coursera | Nov 2024 |
| • MOS: Excel Associate (Office 2019), Microsoft | Oct 2023 |
| • MOS: Word Associate (Office 2019), Microsoft | Oct 2023 |
| • SQL (Intermediate) Certificate, HackerRank | Nov 2023 |

ADDITIONAL INFORMATION

- **Technical Skills:** Power BI, Microsoft SQL Server, Microsoft Office, Google Workspace, Data cleaning & preprocessing, Data visualization, Database management, Business intelligence, ETL process
- **Languages:** English
- **Soft skill:** Problem solving, Communication, Team collaboration, Time management, Critical thinking, Analytical and research, Project Management

PROJECT

Analysis of Global Superstore (*Team size: 7*)

Brief: Conducted a comprehensive business analysis for a fictional company, Global Superstore, leveraging 68,000+ records for data-driven insights.

Key Achievements:

- Built a **Power BI dashboard** with **15 pages**, covering key dimensions: Date, Month, Year, Quarter, Customer, Segment, City, Zone, State, Country, Region, Product, Subcategory, Category, Ship Mode, and Transaction Priority.
- Conducted **data preprocessing and transformation** using **Excel** and **Power BI**, ensuring accuracy and consistency.
- Provided insights into **sales trends**, **customer segmentation**, and **shipping efficiency**, aiding strategic decision-making.

Role: Business Intelligence Analyst – Led data visualization and business performance analysis.

Tech: Power BI, SQL, Excel, Data Modeling

[Docs](#) | [Dashboard](#)

Bike Data Warehouse (*Team size: 4*)

Brief: Designed and implemented a data warehouse for a bicycle retail business, improving business intelligence and reporting capabilities.

Key Achievements:

- Designed a **bike sales data warehouse** using a **constellation schema** in SQL Server with **3 fact tables** and over **44,000 records**, optimizing analytical queries.
- Designed and implemented an **ETL pipeline** using **SSIS on Visual Studio** to automate data loading into the data warehouse, enhancing transformation efficiency and ensuring data consistency.
- Created a **multidimensional data model** and developed the data warehouse using SQL Server Analysis Services (**SSAS**) in Visual Studio, enabling advanced analytical processing.
- Built a **Power BI dashboard** with **3 pages** for sales, promotion, and services analysis.

Role: Data Warehouse Designer – Led data modeling, ETL processes, and query development.

Tech: Draw.io, Visual Studio, SQL Server, Power BI, MDX.

[Docs](#) | [GitHub](#) | [Dashboard](#)