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EDUCATION

University of Economics Ho Chi Minh city

Major: International Business
2022-Present

GPA: 3.69/4.0

SOFT SKILLS

- Effective communication
- Structural thinking
- Adaptability
- Team collaboration
- Time management

CERTIFICATIONS

TOEIC - Total score: 960

June 30, 2024

IC3 Digital Literacy - GS5

September 19, 2023

LUONG HOANG MINH

Data Analyst Intern

ABOUT ME

I am a third-year International Business undergraduate with a strong aspiration to become a **Data Analyst**. Passionate about uncovering insights through data analysis to support business decisions, I am eager to gain experience in a professional environment. With high adaptability and attention to detail, my goal is to develop my analytical skills and become a proficient data analyst in the near future.

TECHNICAL SKILLS

Office tools

Microsoft Excel (Logical, lookup, date time, text functions, pivot tables)

Google Docs, Sheets

Presentation, design

PowerPoint, Canva, Lucid

Version control

Github

Database

SQL (PostgreSQL)

Business Intelligence

Power BI

PROJECTS

Data Analyst Job Postings Analysis

May 2025

Tools: PostgreSQL, Excel, Lucid

Goal: Uncover insights into pay, skills, market trends, platforms, and locations of data analyst jobs.

Target: New graduates or individuals interested in data analytics.

- Managed relational database schemas in PostgreSQL.
- Created entity relationship diagram (ERD) with Lucidchart.
- Performed data cleaning and normalization using DML (UPDATE, INSERT, DELETE), conditional logic (CASE WHEN), and text manipulation (REGEXP_REPLACE).
- Utilized common table expressions (CTEs) to structure complex queries and improve readability, window functions to rank data within partitions.

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AdventureWorks Sales Dashboard

March 2025

Tool: Power BI

Dashboard includes four sections covering sales, orders, returns, customers, products, and locations.

- Organized and changed data to appropriate types with Power Query.
- Created DAX measures for dynamic aggregations across the dashboard.

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