

# Linh Pham

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## PROFESSIONAL SUMMARY

Motivated and analytical-minded Commerce student majoring in Business Analytics and minoring in Finance. Committed, with a keen interest in applying analytical skills to aid in the insights of strategic business decisions. Seeking an internship that will challenge my abilities and allow me to expand my expertise in a real-world business environment.

## EDUCATION

Monash University	<b>Bachelor of Commerce</b> WAM: 78.267   GPA: 3.455 Major: Business Analytics   Minor: Finance <b>Relevant Completed Units:</b> Introduction to data analysis   Business and Economic Statistics   Data Visualisation   Corporate Finance   Introduction to Programming (Python)   Principles of microeconomic	<b>2022-2025</b>
Ave Maria College	<b>Victorian Certificate of Education</b>	<b>2016-2021</b>

## CERTIFICATES

VET Allied Health III Certificate	<b>2019-2020</b>
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## SKILLS

Excel (Proficient) | R Language (Intermediate) | Tableau (Proficient) | HTML (Intermediate) | CSS (Intermediate) | Vega-Lite (Basic) | Python (Basic) | Data Analysis (Intermediate) | Data Visualisation (Proficient) | SQL (Intermediate) | Bilingual (Vietnamese) | Communication | Problem solving

## EMPLOYMENT HISTORY

<b>Hospitality Food Worker</b>   Rice Workshop	<b>2020 – present</b>
<ul style="list-style-type: none"><li>Provided high-quality customer experience by managing order fulfillment with attentive service</li><li>Developed a welcoming environment through proactive problem-solving and positive customer engagement</li><li>Worked collaboratively with team members to enhance workflow</li></ul>	
<b>Food and Beverage Attendant</b>   Crown	<b>2022 – 2023</b>
<ul style="list-style-type: none"><li>Succeeded in a fast-paced environment, consistently meeting demands in a timely matter</li><li>Multitasked whilst prioritizing tasks for optimal efficiency</li></ul>	
<b>Medical Receptionist</b>   Sia Medical Centre	<b>2022</b>
<ul style="list-style-type: none"><li>Adopted problem solving skills to resolve patient issues effectively under high-pressure situations</li><li>Completed administrative work such as maintaining data and records, booking appointments, and coordinating healthcare services to enhance patient care</li></ul>	
<b>Entertainment Host</b>   Happy Place	<b>2021 – 2022</b>
<ul style="list-style-type: none"><li>Developed strong customer engagement by delivering information attentively and ensuring interactive participation</li><li>Managed large crowds through the allocation and utilisation of skills among team members</li></ul>	
<b>Retail Assistant</b>   Sweet Box	<b>2020</b>
<ul style="list-style-type: none"><li>Achieved sales goals through strategic customer engagement and product knowledge</li><li>Assisted in inventory management of merchandise</li></ul>	
<b>Dental Clinic Worker (Work Experience)</b>   Footscray Family Dental	<b>2019 – 2020</b>
<ul style="list-style-type: none"><li>Utilised organisation skills to maintain cleanliness and order in the clinic, enhancing staff productivity</li><li>Managed comprehensive administrative tasks, ensuring accurate completion of paperwork and patient record maintenance</li></ul>	

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## VOLUNTEERING

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### Fundraising Volunteer | Cure Brain Cancer Foundation – Walk4BrainCancer

2021

- Strategically planned and executed a fundraising campaign that successfully raised over \$500 brain cancer research, advocacy, and awareness
  - Employed a combination of digital and face-to-face marketing to increase public consciousness of the topic
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## PROJECTS

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### Data Visualisation

#### Tableau Project | What Country Should You Move To Visualisations

- <https://public.tableau.com/app/profile/linh.pham1362/viz/WhatCountryShouldYouMoveToVisualisation/DashboardV1>
- Created an interactive Tableau dashboard to assist users in determining their ideal country to move to base on various indicators such as demographics
- Executed comprehensive data research and cleaning to maintain accurate and reliable visualisations
- Data visualising elements such as typography, hierarchy, layout, annotations, and figure-ground were used to maximise story-telling of idioms

#### Vega-Lite Project | Australian Crime Visualisations

- <https://linhphxm.github.io/DataViz/V2/index.html>
- Created an in-depth Vega-Lite visualisation exploring crime type and demographic trends in Australia
- Implemented a 5D design sheet framework for increased optimised organisation and brainstorming
- Data preparation and cleansing were carried out with Excel
- HTML, CSS, Vega-Lite and Vega were used to implement the visualisation

### Web Development

#### Personal Career Portfolio

- <https://raw.githack.com/linhphxm/portfolio/main/index.html>
  - Created an interactive personal portfolio website to creatively display my resume and highlight my professional journey and academics
  - The application of HTML, CSS and JavaScript were used to develop the website
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## HOBBIES

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### Sneaker and Apparel Resale Service

2018 – 2021

- Curated a profitable inventory by sourcing high-margin products to maximise profit
- Conducted in-depth market analysis to forecast trends and identify high-demand products
- Leveraged negotiation skills to reach optimal price points, fostering customer satisfaction and building loyalty

### Acting

2019

- Played a small role in the TV mini-series named ‘Hungry Ghosts’
  - Collaborated with a diverse cast and crew, strengthening interpersonal and communication skills
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## REFEREES

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Available upon request.

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