



Minh Nguyen (Phil)

Details

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GitHub:

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DATE OF BIRTH

12/03/1996

Transferrable Skills

- Problem-solving Skills
- Presentation and Organisation
- Prioritisation and Multitask
- Adaptable Learner
- Languages: Vietnamese and English

Education

- Master of Teaching

Western Sydney University, NSW

Graduation Date: November 2019

- Coursework in Mathematics

University of South Australia

Completion Date: January 2019

- Bachelor of Business

RMIT University, VIC

Graduation Date: July 2017

Certifications

- Google Data Analytics 2024
hosted by Coursera/Google

Summary

- STEM teacher seeking a career transition into Data Analytics;
- Proficient in Microsoft Excel, Google Sheets, SQL, R, Power BI and Tableau;
- Detailed-oriented in cleaning datasets using Microsoft Excel, Google Sheets, SQL and R;
- Ability to produce meaningful visuals from data using Microsoft PowerPoint, R, Power BI and Tableau;
- Excellent presentation, written and communication skills;
- Experience work in dynamic environment and collaborate with varying levels of management;
- Excellent interpersonal and co-operation skills;
- Available for full-time employment.

Experience

- Used Microsoft Excel to develop students' progress tracker, ensuring marks are entered and automatically calculated using VLOOKUP and Excel function, formula;
- Utilised pivot tables to organise results by year level, subject area;
- Collated NAPLAN data to create visuals of students progress and make informed decisions and adjustments;
- Used various testing data to inform practices, resulting in 30% of students in 2 year groups moving up in course units; creating visuals to inform pedagogical adjustments and planning;
- Attention to detail helps find discrepancies between different excel mark books and high volume entries;
- Prompt response to calls and emails from various stakeholders;
- Timely reporting to supervisors;
- Delivered presentations on abstract concept and effectively communicated explicit instructions;
- Effectively implemented and communicated daily workflow to fellow team members.

Employment History

Mathematics/Technology Teacher, Hymba Yumba Independent School, QLD

JANUARY 2024 – PRESENT

Human Resources Advisor, TTN Global, QLD

SEPTEMBER 2022 – JANUARY 2024

Mathematics/Science Teacher, Windaroo State Valley High School, QLD

JANUARY 2022 – SEPTEMBER 2022

Mathematics/Science Teacher, Pimpama State Secondary College, QLD

APRIL 2021 – NOVEMBER 2021

Mathematics Teacher, Tumut High School, NSW

FEBRUARY 2020 – DECEMBER 2020