

Resume – Viyanka Moodley

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Portfolio Website:

Career Objective

As a recent BCom graduate with majors in Data Science & Information Systems, I'm passionate about connecting the dots between raw data and its practical impact, whether that means optimising processes, revealing hidden opportunities, or shaping smarter decisions.

What sets me apart is my curiosity for understanding the “why” behind trends and my drive to make those insights accessible, understandable and actionable for all audiences. I approach data challenges with both precision and creativity, ensuring that solutions are not only technically sound, but also ethically responsible and tailored to the bigger picture. I'm eager to bring this mindset to a role where I can grow, contribute, and push the boundaries of what's possible with data.

Technical Skills

Business Analysis

Machine Learning

Data Analysis

Microsoft Office Suite (Excel, Outlook, PowerPoint, Teams and Word)

Data Visualisation

Programming Languages: R, Python

Design Tools: Figma & Canva

SQL (MySQL & T-SQL)

Git

HTML/CSS & JavaScript for Website/App Development

LaTeX

Markdown

Skills Summary

Leadership

I have consistently taken on leadership roles in university projects, organizing meetings, delegating tasks, and ensuring we met deadlines with high-quality results. I adapt proactively to challenges, such as stepping in for team members when needed. Professionally, I advanced to a supervisory role within a year of my first part-time job, where I trained and supported junior staff. During school, I held leadership roles, including Badminton Team Captain, student mediator, and mentor.

Communication

I excel at translating complex data into clear insights for diverse audiences, ensuring

accessibility and professionalism in both written and verbal forms. I maintain team progress by reaching out proactively, addressing delays with actionable plans to keep projects on track.

Interpersonal Skills

Working in diverse teams has honed my ability to collaborate effectively with individuals of varying skills and perspectives, fostering mutual goals and understanding.

Problem-Solving and Critical Thinking

I approach problems empathetically and analytically, identifying root causes and implementing effective solutions. In data analysis projects, I leveraged insights to inform decision-making and address challenges impacting performance.

Attention to Detail

I am committed to delivering high quality work by reviewing milestones and aligning with user requirements. As an experienced coder, I produce clean, bug-free code and resolve issues swiftly when they arise.

Education

Bachelor of Commerce in Data Science & Information Systems

Concentration: *Business Analysis Specialisation*

Victoria University of Wellington

Experience Summary

Website Redesign Intern	<i>July 2024 - Oct 2024</i>
Click and Collect Team Member	<i>Dec 2022 - Dec 2024</i>
Checkout Supervisor	<i>Dec 2021 - Dec 2024</i>
Checkout Operator	<i>Feb 2021 - Dec 2021</i>

Detailed Work Experience

Website Redesign Intern at Bee Healthy Regional Dental Service (under Health New Zealand)

July 2024 - October 2024

My first role working in a project team for a real client.

- Planned and conducted user interviews, observations, and usability tests to identify and address key issues.
- Developed and iterated on prototypes, refining features through A/B testing.
- Delivered a high-fidelity prototype that exceeded project scope and received sponsor approval.
- Used agile project management tools, including a Scrum board and weekly status reports, to ensure progress and stakeholder alignment.

Click and Collect Team Member at Mitre10

Dec 2022 - Dec 2024

Concurrent role while serving as a checkout supervisor

- Invoiced and processed online orders to ready state for collection and delivery
- Issued refunds or product substitutes for unavailable items
- Updated customers about their order status and assisted with queries
- Managed all online orders efficiently

Retail Supervisor at Mitre10

Dec 2021 - Dec 2024

This was a promotion from my part-time role as a checkout operator

- Trained new employees and supervised junior operators
- Processed product discounts, price matches, returns, refunds, and product claims
- Managed special orders, deliveries, and online orders
- Updated customer account balances
- Liaised with customers regarding existing orders and product inquiries

Checkout Operator at Mitre10

Feb 2021 – Dec 2021

Part time role at a hardware store

- Handled basic checkout operations, including cash handling and finalising transactions
- Assisted customers in navigating the store
- Adjusted stock levels and performed gap management
- Created labels and tickets for in-store displays

Project Experience

Machine Learning Project

2023

In this project, I developed a machine learning model in Python to predict the likelihood of individuals receiving the H1N1 vaccine based on various demographic, behavioural, and opinion-based variables. I explored the training dataset, applied and evaluated three different models, and optimised the best performing one (Model A). Subsequently, I selected a subset of features to train and optimise another model (Model B). Both models were tested and compared using AUC-ROC and other metrics. The project demonstrated my proficiency in exploratory data analysis, data preprocessing, model optimisation, and performance evaluation, earning me 19 out of 20 marks.

Design Thinking Project for Digital Innovation Course

2023

In this project, I utilised an iterative design thinking process to address a user group's problem. My focus was on the university application process for prospective students who struggled to find consolidated information about tertiary education in New Zealand. I followed design thinking steps, which included empathising with and observing our users, identifying key issues, and brainstorming potential solutions. After evaluating the most feasible and effective solutions within the project's schedule and scope, I developed a high-fidelity prototype of a web application on Canva. The app was called UniGuide and served as a central hub for information about attending university in New Zealand. I achieved an A+ for the deliverable and the course.

Interests

I have a strong passion for learning and self-improvement. In my free time, I enjoy teaching myself new coding languages and I am keen to pursue part time postgraduate studies to advance my skill set. I also enjoy solving puzzles like the daily NYT Crossword, Wordle, Sudoku,

and Connections. Reading novels, making music and staying updated on current events are also important to me. I am learning to play the guitar and have earned a Grade 7 Trinity College of London qualification with distinction in singing. Additionally, I am learning Spanish through the Duolingo app and aspire to speak at least four languages fluently.

Community & Volunteer Experience

1. The SPCA, Wellington, New Zealand Mar 2019 - Nov 2020

Canine Volunteer Responsibilities:

- Cleaning up the puppy center before opening to the public.
- Feeding, bathing and exercising puppies.
- Supervising visits with the public.

2. House Sitting

Responsibilities:

- Caretaker for pets
- Ensure all plants were regularly watered
- Ensured the home was safe and secured at night

3. Babysitting

Responsibilities:

- Supervised and looked after kids in the absence of their parents
- Prepared meals and after-school snacks
- Followed a sleep schedule and introduced several winding-down practices to help children fall asleep faster and better
- Developed long-standing relationships with both parents and their children. I have been a regular babysitter for a few families

4. Petsitter

Responsibilities:

- Caring for both cats and dogs in the absence of their owners
- Adhering to a feeding schedule
- Cleaning up after the pets
- Ensuring the pets were safe
- Walking the dogs daily

References

1. Jennifer Liu

Role: Project Sponsor at Bee Healthy Regional Dental Service

Mobile: +64 27 440 9148

Email: jennifer.liu@huttvalleydhsb.org.nz (preferred point of contact)

2. Kat Kruse

Role: Team Leader at Mitre 10

Mobile: +64 20 4178 3048

Email: kat.kruse@gmx.de (preferred point of contact)

3. Amanda and Oliver Cunneen

Role: Childcare Employer

Mobile: +64 22 066 4575

Email: oliandmandy@gmail.com

4. Amanda Duncan

Role: House Sitting Employer

Mobile: +64 21 424 515

Email: Amanda75@gmail.com