

EMMA ZHAO

Senior Analyst | Australian Public Service (EL1-EL2)

Phone: 0400 000 000 Email: emma.zhao@email.com Location: Melbourne VIC 3000 **LinkedIn:** linkedin.com/in/emmazhao

PROFESSIONAL SUMMARY

Insightful Senior Analyst with 3.5 years of experience turning complex data into clear evidence for policy, program and executive decision-making. Skilled in statistical analysis, forecasting, dashboarding, evaluation and data governance. Experienced in translating findings for non-technical audiences and managing analytical projects end to end. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Senior Analyst (EL1) Jan 2025 – Present

Australian Bureau of Statistics, Melbourne VIC

- ◆ Lead analysis of national datasets covering 25M records, supporting policy and program evaluation.
- ◆ Build forecasting and regression models used in Treasury and departmental planning.
- ◆ Design Power BI dashboards used weekly by 200+ staff and executives.
- ◆ Supervise 3 analysts and review methods, code and quality assurance.
- ◆ Present findings to senior executives and external stakeholders.

Data Analyst (APS 6) Sep 2023 – Dec 2024

Department of Industry, Science and Resources, Melbourne VIC

- ◆ Cleaned and analysed program data using SQL and Python, cutting reporting time by 40%.
- ◆ Produced evaluation reports on grant outcomes and economic impact.
- ◆ Established data quality checks that reduced errors by 30%.
- ◆ Documented data definitions and governance procedures.

Research Analyst (APS 5) Mar 2023 – Aug 2023

Productivity Commission, Melbourne VIC

- ◆ Supported inquiries with data collection, literature review and Excel analysis.
- ◆ Prepared charts, tables and summaries for published reports.

EDUCATION

Master of Data Science

University of Melbourne, VIC – 2022

VOLUNTEERING

Data Volunteer 2022 – Present

DataKind Australia, Melbourne VIC

- ◆ Provide pro bono analysis and dashboards for community organisations.

KEY CAPABILITIES

- ◆ Statistical analysis and modelling
- ◆ Forecasting and regression
- ◆ Dashboard and data visualisation
- ◆ Program and policy evaluation
- ◆ Data quality and governance
- ◆ Insight communication
- ◆ Project management
- ◆ Research design
- ◆ Team review and mentoring

TECHNICAL SKILLS

SQL	Python	R	Power BI	Tableau
Excel (advanced)	SAS	Git		

KEY ACHIEVEMENTS

- ◆ Built a model adopted across 3 departments for planning.
- ◆ Reduced reporting time by 40% through automation.
- ◆ Received a Data Excellence Award, 2025.

TRAINING & CERTIFICATIONS

- ◆ APS Leadership Foundations – APS Academy
- ◆ Microsoft Power BI Data Analyst
- ◆ Advanced SQL for Analysts
- ◆ Statistical Modelling in R
- ◆ Data Governance Fundamentals

WORK RIGHTS & AVAILABILITY

Australian Citizen

Baseline clearance eligible

Availability

4 weeks notice; Melbourne, hybrid or flexible

REFEREES

Available on request.