

Academic Skills E-Portfolio

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Table of Contents

Task 1(a): Essential Academic and Employment Skills for a Career as a Data Analyst.....	3
Task 1(b): Reflection.....	4
Task 2(a): Team Activity – Mind Map.....	5
Task 2(b): Academic Poster (Individual).....	6
Task 3(a): Effective Virtual Collaboration.....	7
Task 3(b): Use of MyBib.....	7
Task 4: E-Portfolio creation and review	10
Created on: Google Sites.....	10

List of figures

Figure 1: Data Analyst Working with an Analytics Dashboard	3
Figure 2: Mind Map.....	5
Figure 3: Academic Poster.....	6
Figure 4: MyBib Home Page.....	8
Figure 5: References Added and IEEE Bibliography	8
Figure 6: Automatically Generated IEEE Bibliography	9
Figure 7: Homepage of Academic Skills E-portfolio	10
Figure 8: Career Research Page in Academic Skills E-portfolio.....	10
Figure 9: Task 2 Teamwork & Academic poster in Academic Skills E-portfolio.....	11
Figure 10: Task 3 Virtual Collaboration in Academic Skills E-portfolio.....	11

Task 1(a): Essential Academic and Employment Skills for a Career as a Data Analyst

To be a successful Data Analyst, a set of both academic and professional skills are needed to gather, interpret, and present data valuable in organisational decision-making [1]. Other key study skills that students acquire during university learning are research, critical thinking, academic writing, digital literacy and effective referencing. These are the skills that allow students to analyse information from credible sources and convey their results effectively. In addition to these, other job characteristics such as analytical thinking, problem-solving, working in teams, the ability to communicate and pay attention to detail are also needed in the workplace. Data Analysts work with employees across various departments, so interpersonal and presentation skills are also relevant to this work [2]. Constant learning is also needed since the data analysis tools and technologies are changing at a high pace. Acquisition of these academic and professional competencies equips graduates to work with complex datasets by analysing the data to generate meaningful insights and evidence-based recommendations. As a result, the skills increase employability and help Data Analysts in playing their part in ensuring performance and making informed decisions in organisations throughout their careers [3].



Figure 1: Data Analyst Working with an Analytics Dashboard

Source: [4]

Task 1(b): Reflection

Completing this task also enhanced my knowledge of the skills needed in academics and in the job market in case I pursue a career as a Data Analyst. The use of trustworthy sources enabled me to understand the value of analytics skills, communication, collaboration and lifelong learning in the data analytics field. My academic writing and referencing skills also improved as I was able to utilise my knowledge of proper IEEE citation usage and properly paraphrase information provided by reputable sources. On the whole, I think that this work satisfies the requirements of this module since it is very well structured, backed with the appropriate evidence, and there is an appreciation of the selected career. To build up my work in the future, I will add more variety to the peer-reviewed articles, as well as further discuss the competencies needed and be more critical about them.

Reference list

- [1] J.-L. Monino, “Data Value, Big Data Analytics, and Decision-Making,” *Journal of the Knowledge Economy*, vol. 12, no. 1, pp. 256–267, Aug. 2021, [Online]. Available: <https://link.springer.com/article/10.1007/s13132-016-0396-2>
- [2] A. Jaiswal, C. J. Arun, and A. Varma, “Rebooting employees: Upskilling for Artificial Intelligence in Multinational Corporations,” *The International Journal of Human Resource Management*, vol. 33, no. 6, pp. 1–30, 2021, [Online]. Available: <https://www.tandfonline.com/doi/full/10.1080/09585192.2021.1891114>
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- [4] Aimore Technologies, “6 Amazing Data Analytics Facts,” *Aimore Technologies*, Oct. 28, 2024. <https://www.aimoretechnologies.com/data-analytics-facts/>

Task 2(a): Team Activity – Mind Map

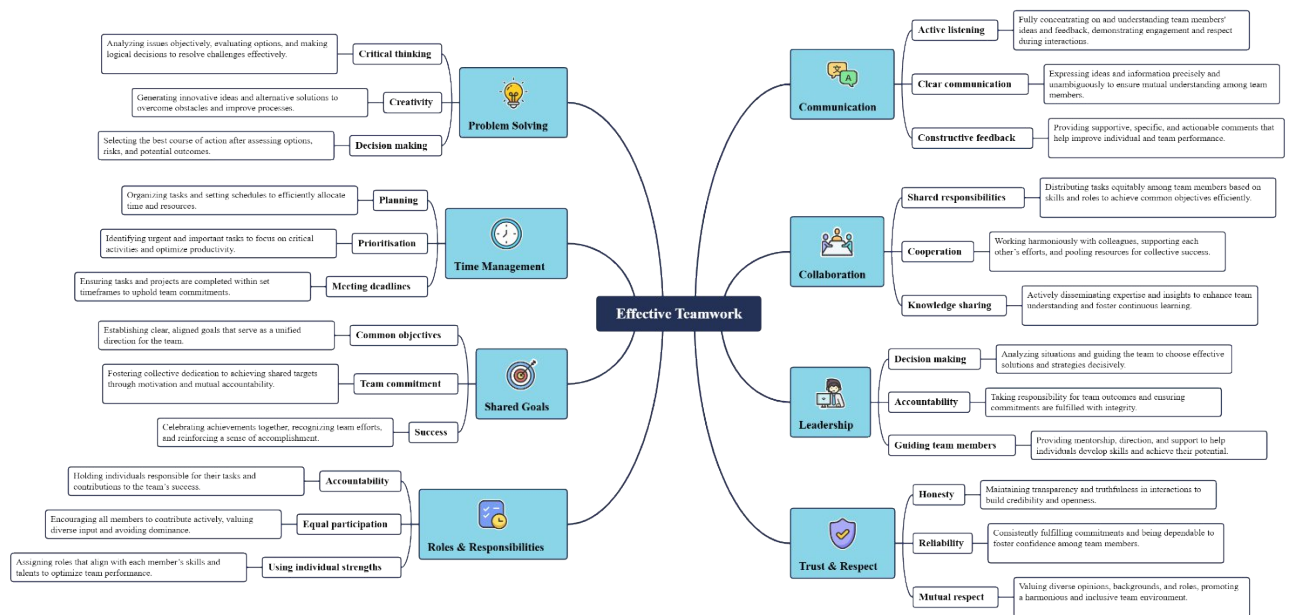


Figure 2: Mind Map

Self-Created: <https://gitmind.com/app/docs/mplovyjr?gfAi=true&gfAiType=mind>

Task 2(b): Academic Poster (Individual)

The Importance of Teamwork for Academic and Career Success as a Data Analyst

Module: ACCA4025-Learning in the Digital Era

Introduction

Teamwork is the ability of individuals to work collaboratively towards a common goal by sharing knowledge, communicating effectively and supporting one another [4]. It is an essential skill for university students because it improves learning, critical thinking and interpersonal communication. In the field of data analytics, teamwork enables professionals to collaborate with different departments, analyse complex information and support evidence-based business decisions. Developing teamwork skills during university prepares students for successful careers in data-driven organisations.



[1]

Benefits of Teamwork

Academic Success

- Better communication
- Stronger teamwork
- Improved learning
- Better group assignments

Career Success

- Increased employability
- Better workplace collaboration
- Improved decision-making
- Professional growth

Communication & Collaboration

Communication

- Enables clear sharing of ideas.
- Encourages active listening.
- Reduces misunderstandings.
- Supports effective presentations.
- Improves stakeholder engagement.

Data Analyst Example

A Data Analyst communicates analytical findings using reports, dashboards and visualisations so that managers can make informed decisions [5].

Collaboration

- Encourages teamwork across departments.
- Combines diverse knowledge and expertise.
- Improves creativity and innovation.
- Supports shared organisational goals.

Data Analyst Example

Data Analysts collaborate with finance, marketing, operations and management teams to solve business problems using data.



[2]

Leadership, Problem Solving & Time Management

Leadership

- Demonstrates initiative.
- Motivates team members.
- Encourages accountability.
- Supports continuous improvement.

Problem Solving

- Identifies patterns and trends.
- Evaluates evidence.
- Develops practical business solutions.
- Supports strategic decision-making.

Time Management

- Prioritizes tasks effectively.
- Meets assignment and project deadlines.
- Improves productivity.
- Reduces workplace stress.

Data Analyst Example

Data Analysts often manage multiple datasets, reports and deadlines, making effective planning and organization essential.



[3]

Trust and Respect

- Builds positive working relationships.
- Encourages open communication.
- Improves collaboration.
- Creates an inclusive team environment.

Conclusion

Teamwork is a fundamental employability skill that contributes to both academic achievement and professional success. Developing communication, collaboration, leadership, problem-solving and time management skills enables students to perform effectively in group learning environments and prepares aspiring Data Analysts to work confidently within multidisciplinary teams. These competencies improve decision-making, strengthen workplace relationships and support long-term career development.

Bibliography

[1] D. Burnett, "Does working as a group actually help us learn?," The Guardian, Apr. 09, 2016. <https://www.theguardian.com/education/2016/apr/09/does-working-as-a-group-actually-help-us-learn>

[2] J. Rossier, "18 Essential Teamwork Communication Skills You Need to Master | Success Stream," <https://www.success-stream.co.uk/18-essential-teamwork-communication-skills-you-need-to-master/>, 2021.

[3] bi-analytics, "Business Intelligence & Analytics for Digital Transformation," bi-analytics.org, 2023. <https://bi-analytics.org/gallery/image/72/hr-analytics-dashboard/>

[4] B. Salcinovic, M. Drew, P. Dijkstra, G. Waddington, and B. G. Serpell, "Factors Influencing Team Performance: What Can Support Teams in High-Performance Sport Learn from Other Industries? A Systematic Scoping Review," Sports Medicine - Open, vol. 8, no. 1, Feb. 2022. Available: <https://sportsmedicine-open.springeropen.com/articles/10.1186/s40798-021-00490-7>

[5] D. Ozamika et al., "A Review of Data Visualization Tools and Techniques in Public Health: Enhancing Decision-Making through Analytics," 2025. Available: <https://iaforiscientificnews.com/wp-content/uploads/2025/05/WSN-2025-2026-000-438.pdf>

Figure 3: Academic Poster

Source: Self-created

Task 3(a): Effective Virtual Collaboration

Effective virtual collaboration is a capability of people or groups to collaborate effectively through the use of digital communication and collaboration technology, irrespective of the geographical position of the people. As the working landscape moves toward remote and hybrid work environments, virtual collaboration has emerged as a skill that needs to be cultivated in higher education and the workplace today. Teams can be contacted via digital platforms like Microsoft Teams, Zoom, Google Workspace and Slack, where team members can communicate and share information and complete their projects in real time or asynchronously [1].

Several factors are important to successful virtual collaboration. Communication is needed to achieve clarity in idea sharing, understanding the tasks, and overall, reducing misunderstandings. Active engagement and feedback are additional factors that increase the level of collaboration since they promote involvement and constant transformation [2]. Moreover, defining roles and responsibilities also helps team members to comprehend their own contribution as well as facilitate responsibility and accountability.

Mutual respect and trust are also vital in virtual teams since, in many cases, members may lack physical interactions and be left on their own. Developing trust builds openness and cooperation/knowledge sharing that will make the team's performance more powerful. Another important element of virtual collaboration is time management because the team members can be working at various times or in diverse time zones. Task organisation, deadlines and shared digital calendars assist the project in its smooth progress [3].

In a nutshell, virtual collaboration in an efficient manner boosts teamwork, problem-solving and decision-making, as individuals can harness their knowledge and abilities using digital technologies. These skills help students meet the demands of academic teamwork and will also enable future professionals, such as Data Analysts, to possess the skills of communication and cooperation to excel in the current, more digital and globalised workplace.

Task 3(b): Use of MyBib

Note: The automated referencing tool “RefWorks” could not be accessed successfully due to account/login issues. Therefore, MyBib was used as an alternative automatic referencing management tool to generate IEEE citations and references.

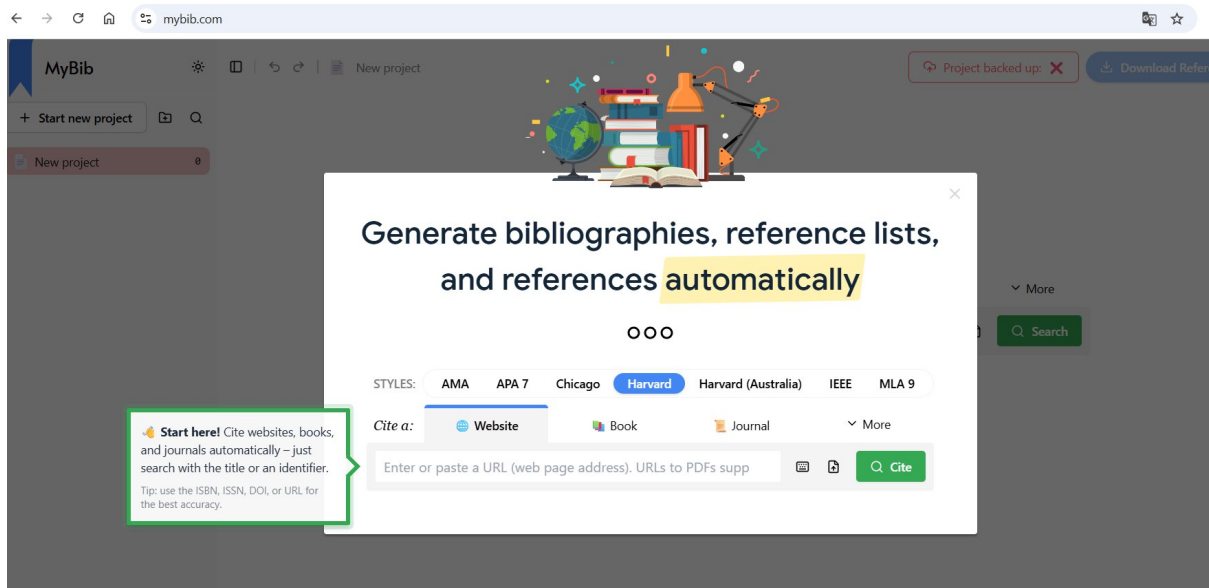


Figure 4: MyBib Home Page

This is a screenshot of the MyBib dashboard, created when a new project is created. In this assignment, MyBib was a referencing management tool which helped to organise academic materials and create IEEE citations and references using MyBib.

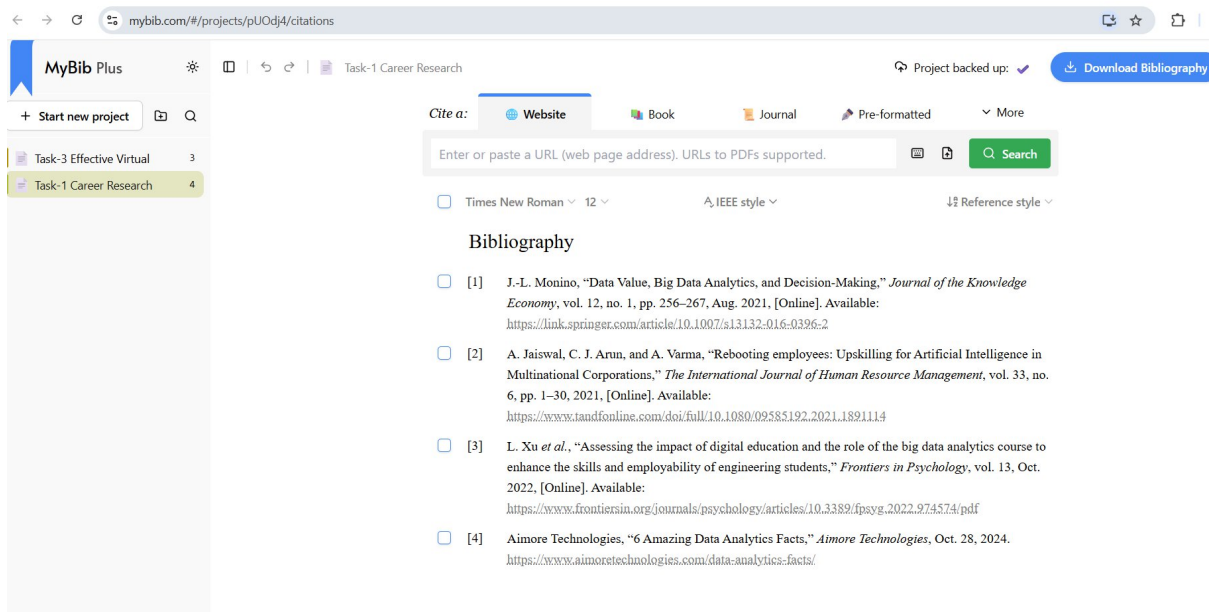


Figure 5: References Added and IEEE Bibliography

In this screenshot, the references that were added to the MyBib project and the appearance of a bibliography created automatically in terms of the IEEE style can be seen. This work tool precisely organises sources and formats references appropriately in the writing of an academic work.

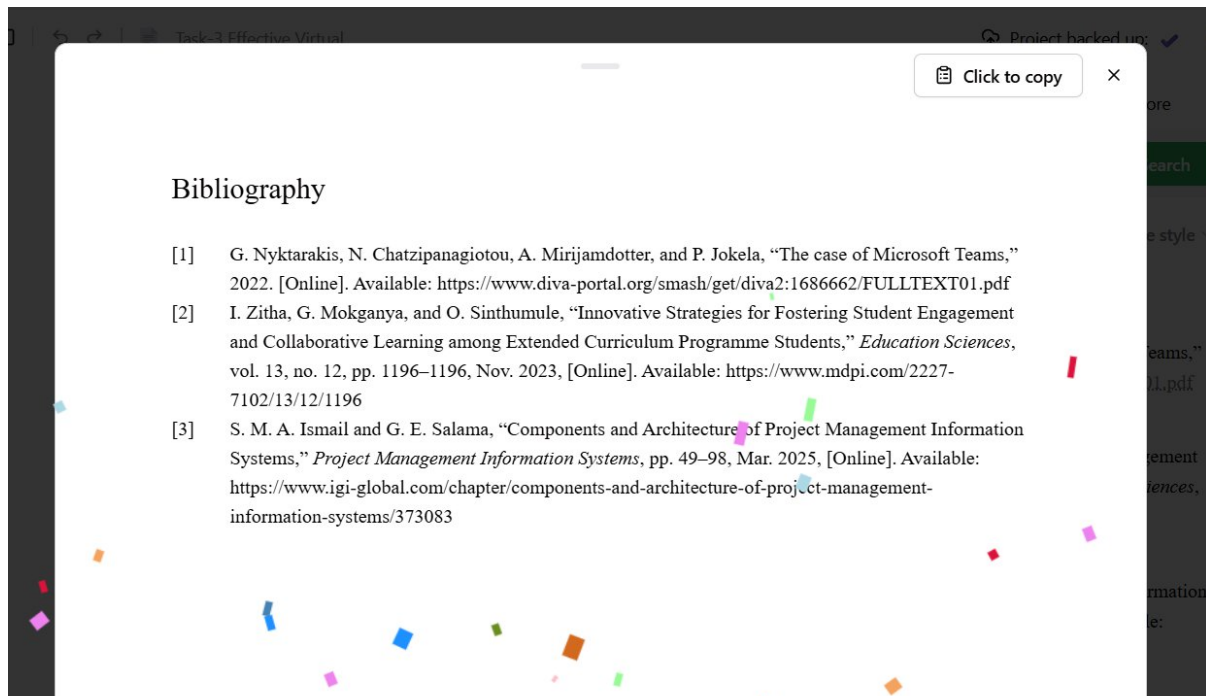


Figure 6: Automatically Generated IEEE Bibliography

This screenshot shows the bibliography automatically generated by MyBib in IEEE format. The reference list can be copied into an academic assignment, avoiding any inconsistencies and inaccuracies in referencing.

Bibliography

- [1] G. Nyktarakis, N. Chatzipanagiotou, A. Mirijamdotter, and P. Jokela, "The case of Microsoft Teams," 2022. [Online]. Available: <https://www.diva-portal.org/smash/get/diva2:1686662/FULLTEXT01.pdf>
- [2] I. Zitha, G. Mokganya, and O. Sinthumule, "Innovative Strategies for Fostering Student Engagement and Collaborative Learning among Extended Curriculum Programme Students," *Education Sciences*, vol. 13, no. 12, pp. 1196–1196, Nov. 2023, [Online]. Available: <https://www.mdpi.com/2227-7102/13/12/1196>
- [3] S. M. A. Ismail and G. E. Salama, "Components and Architecture of Project Management Information Systems," *Project Management Information Systems*, pp. 49–98, Mar. 2025, [Online]. Available: <https://www.igi-global.com/chapter/components-and-architecture-of-project-management-information-systems/373083>

Task 4: E-Portfolio creation and review

Created on: Google Sites

Source:

<https://sites.google.com/d/15attwt6y0V8kXxJla8DFDMHQQF8ZPv1ce/p/1uu7JzTjYE0AMNfqOBnhxAK1PFMpNBDXI/edit>



Figure 7: Homepage of Academic Skills E-portfolio

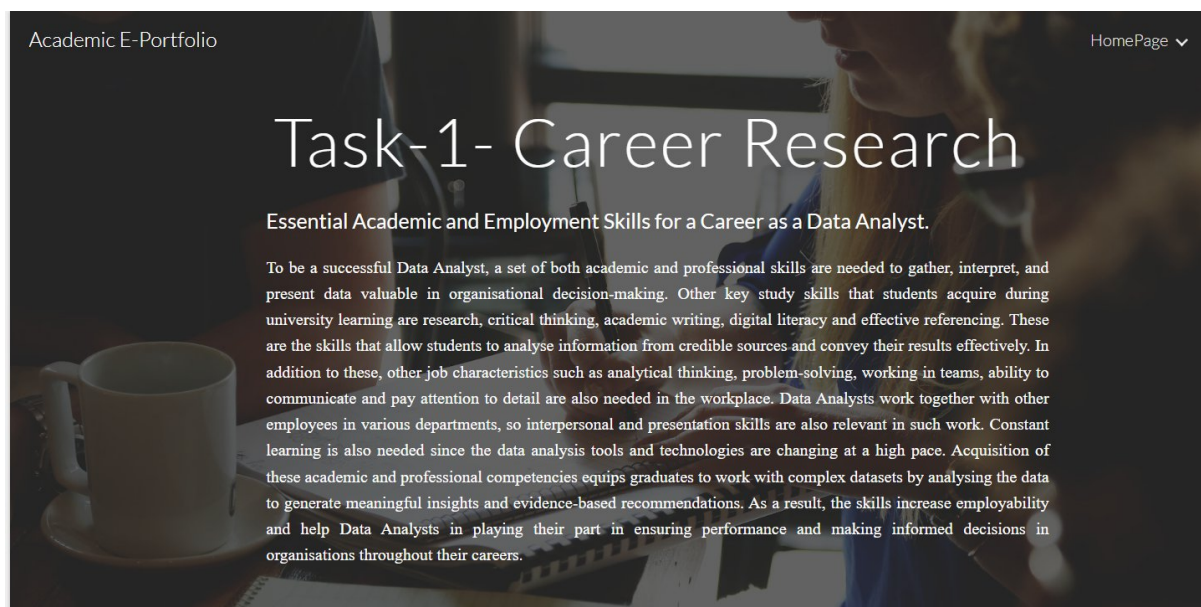


Figure 8: Career Research Page in Academic Skills E-portfolio

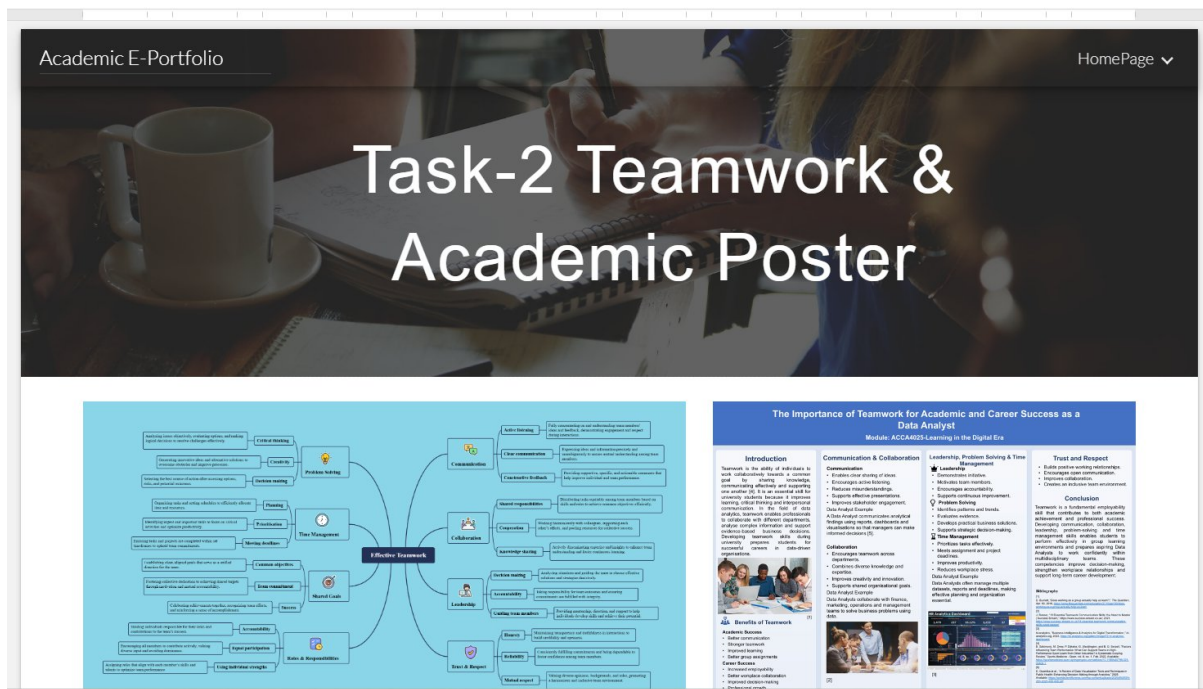


Figure 9: Task 2 Teamwork & Academic poster in Academic Skills E-portfolio



Figure 10: Task 3 Virtual Collaboration in Academic Skills E-portfolio

Google Sites was chosen to produce the e-portfolio because it is free, web-based and user-friendly. It offers an easy method of structuring content across a number of pages and enables it to be shared online with a web link. It also allows for images, hyperlinks and embedded content, enabling the presentation of academic work professionally. It is easy to access and can be connected to Google Drive, which makes it a great instrument to create digital portfolios.