

Vinna-Chardel Ndam

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EDUCATION

University of Massachusetts, Lowell, Lowell, MA

Bachelor of Science

SKILLS AND CERTIFICATIONS

Technical skills: Python & SQL fundamentals, Statistical analysis

Tools: Microsoft Excel (pivotable, VLOOKUP), Splunk, Power BI, Microsoft Access

RELEVANT EXPERIENCE

Extern, Pfizer

AI & Document extraction Extern

July 2026 - Present

- Designed AI-powered document processing workflows using OCR and Retrieval-Augmented Generation (RAG) to automate data extraction and information retrieval.
- Developed a document intelligence system with LlamaIndex and open-source LLMs, improving search accuracy and accessibility across unstructured data.
- Built a user-facing document search interface and documented AI architecture recommendations to support technology implementation and business decision-making.
- Leveraged data-driven methodologies to improve document classification, retrieval quality, and overall process automation across enterprise knowledge repositories.

Mosaic Lowell – Lowell, MA

Information Analyst Intern

May 2025 - Aug 2025

- Analysed location intelligence across 10+ sites to support business strategy and planning decisions
- Identified trends and patterns to provide data-driven insights on operational performance and opportunities
- Automated reporting workflows using Excel and Python to reduce manual processing time by ~30%.
- Collaborated with internal stakeholders to translate data into actionable business recommendations

ACADEMIC PROJECTS

AI & Music analysis project

Nov 2025- Dec 2025

- Built a data pipeline to analyse unstructured data, focusing on emerging technology patterns and AI trends
- Developed detailed documentations for key inputs, methodologies and data sources used.
- Created visual reports and PowerPoint presentations to support data-driven recommendations for future growth.
- Conducted trend analysis to identify process efficiencies, simulating business process improvements.

LEADERSHIP EXPERIENCE

UMass Lowell

Director of Mentorship (Women in Business Club)

Sep 2025 - Present

- Lead mentorship initiatives and coordinate with stakeholders to ensure sustainability of club programs.
- Facilitated professional development workshops, fostering a proactive, problem-solving mindset among 10+ peers.

Orientation Leader

May 2026 – Aug 2026

- Served as a campus ambassador, welcoming and supporting 300+ incoming students and their families during orientation programs, fostering a smooth transition to university life.
- Adapted to dynamic situations while maintaining professionalism, resolving student concerns, and contributing to an inclusive campus community.
- Facilitated small-group discussions and presentations, strengthening communication, public speaking, and relationship-building skills.