

Calvin Ip

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Education

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| Queen Mary University of London
<i>Bachelor of Engineering in Aerospace Engineering (Hons)</i> <ul style="list-style-type: none">• Upper second-class honour, 2:1 | 2014- 2017 |
| The John Henry Newman Catholic School <ul style="list-style-type: none">• A Levels in Mathematics A, Physics B, Computing B | 2012- 2014 |
| Barnwell School <ul style="list-style-type: none">• 10 GCSE's (A-B) including English and Mathematics | 2007- 2012 |

Experience

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| Ovalmark Ltd.
<i>Junior SEO Analyst</i> <ul style="list-style-type: none">• Liaised with business owners to gain an understanding of their work, recommending technical fixes for SEO performance.• Built, developed and maintained Amazon SEO strategies to accelerate growth and achieve targets.• Developed and executed plans to ensure regular monitoring of product listings, product details and product presentations across the Amazon store.• Produced reports to the business owners based on strategy updates and SEO performance while advising optimal steps to achieve targets. | London, United Kingdom
October 2018 – April 2019 |
| Knebworth Fish and Chips
<i>Shop Assistant</i> <ul style="list-style-type: none">• Managed closing duties, including restocking items and reconciliation of cash.• Effectively used items in stock to decrease waste and profit loss.• Worked closely with management to improve customer service and satisfaction.• Upheld professional manner to come to a solution when dealing with customer complaints. | Knebworth, United Kingdom
September 2017 – August 2018 |
| ABAQUS Society, Queen Mary University of London
<i>Social Secretary</i> <ul style="list-style-type: none">• Communicated with international students to overcome any language barriers and integrate them into university life.• Managed the email account which was used to communicate with society members leading to an increase of student committee communication.• Organised and publicised all the societies events, leading to all events being sold out within two days.• Worked within a team to allocate tasks and responsibilities, resulting in better communication and understanding when planning society events.• Improved the time in which events were being planned by using effective note taking within meetings.• Created and designed of the official membership cards which were distributed throughout all London ABAQUS universities. | London, United Kingdom
September 2015- March 2016 |

Skills and Interests

Languages: English (Fluent), Cantonese (Proficient)
IT Skills: Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, Python, Autodesk Fusion 360
Interests: Travelling, Photography, Video Editing