**Calvin Ip**

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**Education**

**Queen Mary University of London 2014- 2017**

*Bachelor of Engineering in Aerospace Engineering (Hons)*

* **Upper second-class honour, 2:1**

**The John Henry Newman Catholic School 2012- 2014**

* **A Levels** in Mathematics **A**, Physics **B**, Computing **B**

**Barnwell School 2007- 2012**

* **10 GCSE’s (A-B)** including English and Mathematics

**Experience**

**Ovalmark Ltd. London, United Kingdom**

*Junior SEO Analyst*  October 2018 – April 2019

* 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.

**Knebworth Fish and Chips Knebworth, United Kingdom**

*Shop Assistant* September 2017 – August 2018

* 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.

**ABAQUS Society, Queen Mary University of London London, United Kingdom**

*Social Secretary*  September 2015- March 2016

* 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.

**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