

Yip Mun Allen

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WORK EXPERIENCE

CLOUDTRADE TECHNOLOGIES LTD

(Full time from 11/2017– Present)

Senior Technical Analyst

- **Coding:** Using a bespoke rules-based coding language built on Prolog on a daily basis in order to electronically capture information from documents. This also includes building environments in Prolog for new clients from the conception of projects.
- **Account Management:** Responsible for overseeing several of the more complex services, responding to customer queries and engaging with new clients.
- **Training:** Writing training courses and providing support to both internal and external rules writers

DC ALLEN LTD

(Part time from 06/2015 – 09/2017)

Administrative Assistant

- **General bookkeeping:** included producing invoices, purchase entry, petty cash, VAT returns and generating reports (monthly balance sheet and P&L) using Page software
- **Attention to detail:** Developed editing skills by proof-reading documents and reports in Microsoft Word and LaTeX. Rewrote existing Word documents using LaTeX.
- **Auditing:** Conducted monthly internal audits of the company quality system

EDUCATION

SOAS, UNIVERSITY OF LONDON - BSc Economics

(09/2013 – 06/2018)

Achieved 2:1

- **Creative thinking:** Cultivated a unique understanding of both orthodox and heterodox approaches to economic theory and their application in the real world, with a particular focus on emerging economies
- **Problem solving:** Established capability in applying an evidence-based approach to problems, drawing own conclusions and making recommendations
- **Data analysis:** Handled and analysed qualitative and quantitative data from a variety of sources, before presenting findings in a concise manner. Effectively used STATA.
- **Written and verbal communication:** Completed numerous academic essays and presentations, achieving 1:1s and 2:1s in all final year assignments

BEIJING NORMAL UNIVERSITY

(08/2014 – 06/2015)

- **Language:** One year course in Mandarin. Reading (69%), oral (71%)
- **Sinology research project:** (68%). Conducted interviews and extensive research on rising HIV/AIDS cases in China in order to produce a 7000 word essay
- **Tutoring:** Privately tutored children aged 10-15 in English which involved lesson planning and time management
- **Adaptability:** Quickly adjusted to an unfamiliar environment, embracing Chinese language and cultural practices

PARKSTONE GRAMMAR SCHOOL

(09/2011 – 06/2013)

- **A-levels:** Maths (A), Further Maths (A), Economics (A), Physics (C)

TALBOT HEATH SCHOOL

(09/1998 – 06/2011)

- **GCSEs:** 7 A* and 2 A grades (including Maths, English and Science)

OTHER EXPERIENCE

SOAS ABACUS SOCIETY

(06/2016 – 05/2017)

Publicity Officer

- **Communication:** Engaged with students at fairs and events in order to promote collaboration between University of London students with an interest in Chinese culture
- **Teamwork:** Worked with the rest of the committee to organise and sell tickets for internal and external events for up to 1500 people, all of which sold out
- **Negotiation skills:** For our Chinese New Year event, negotiated with the venue to receive 10% commission on their revenue for the evening
- **Creativity:** Used Photoshop to design the membership cards that were chosen to be used by all London ABACUS societies

YOUNG ENTERPRISE SCHEME

(08/2011 – 04/2012)

(hosted at JP Morgan Bournemouth)

Finance Director

- **Entrepreneurship:** Set up and ran a business alongside peers, fundraising locally and pitching our product idea to a panel of investors
- **Organisational skills:** Managed the accounts and budgeting for the company. A clear understanding of company accounts was necessary in order to keep the team up to date with accurate financial information at weekly meetings
- **Decision making:** Responsibility over setting business and financial strategy

ADDITIONAL QUALIFICATIONS AND SKILLS

- **Languages:**
Mandarin (HSK Level 4 / Intermediate) and Cantonese (Basic)
- **Music:**
Diploma of the London College of Music in Pianoforte Performance (DipLCM)
Viola Grade 8 - ABRSM
Singing Grade 8 - ABRSM