JEN LIU

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✉️ email@example.com

in yichen-jen-liu/

📍 Sydney, Australia

ARN from IDG
30 Under 30 Tech Award 2020

A PMP certified project manager with a UI designer experience, looking to start a new journey in product management. Have experience in developing and running international programs at a multi-billion software company. Passionate about discovering new technologies and never hesitate of driving changes.

With an ever-creative mindset, strive at challenging the status quo and building innovative solutions.

CORE SKILLS

- PMP certified project management skills specialised in delivering multiple projects with high ambiguity.
- Strong interpersonal and cross-team collaboration skills.
- Strong communication and multi-level stakeholder management skills.
- Working experience with Agile project management tools - Trello, Jira and Confluence.
- Working experience with requirement gathering methodologies - interviews, focus groups, survey.
- Experience designing web UI using tools such as - Balsamiq, Figma, Adobe XD.
- Fundamental knowledge of data analytics with experience using Tableau and Google Analytics.

TECHNICAL SKILLS

- Web Development - HTML, CSS, JavaScript, Git
- Microsoft - Word, PowerPoint, Excel, Forms
- Google - Docs, Slide, Sheets, Forms
- Adobe - Photoshop, Illustrator, Premiere Pro, After Effects

EDUCATION

UNIVERSITY OF SYDNEY
2014 - 2016
Bachelor of Computer Science and Technology
WAM: 74.25

WORK EXPERIENCES

2017 | Now

Freelance Web Developer/IT Manager
STC Lawyers & Associates

- Collaborated with the Founder, UI designer and developer to build the company website.
- Maintain and update the website after the project was completed.
- Provided technical support to the web domain, hosting and security-related enquiries.

2019 | 2021

Graduate Program Lead - Asia Pacific and Japan (APJ)
VMware

- Developed and ran a standardised graduate program across 6 countries in APJ.
- Developed overall program strategy and roadmap.
- Prioritised conflicting requests from different stakeholders.
- Developed processes, instructional content, and facilitated training for 30+ stakeholders.
- Created and maintained a knowledge base on Confluence.

Achievement
Increased graduate retention rate from **84%** to **95%** during the year of global pandemic.

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WORK EXPERIENCES

2018
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2019
Associate Consultant/Project Manager
VMware
- Designed the web UI for a customer that helped automate the app development process.
- Automated weekly reporting process that saved 20+ hrs for the PM team each week.

2017
Junior Developer/Digital Marketing Officer
TravelEdge
- Designed the UI and assisted with the development of a new customer service portal.
- Created standardised document templates and product one pagers.

OTHER EXPERIENCES

Now
Social Media Influencer
https://www.facebook.com/groups/canvazh
- Build and run the largest Canva Facebook group in Chinese, acquire over 4,000 members within 3 months (1,500 active members each week).

2018
|
Now
Blogger
https://jenliu.com.au/
- Post 60+ articles to share knowledge about Australia in Traditional Chinese, generate over 24,000 views to date.

2015
Medical Summer Research Scholarship
Posture Physiology - Optimising Musical Performance
University of Sydney
- Developed a prototype on motion tracking using Kinect for Windows device (code in c#), which helped the Conservatorium of Music to train their violinists.

Achievements
- Won the **best presentation prize** at the Australia Conference of Undergraduate Research (ACUR).
- One of only two applicants selected and **sponsored to attend ACUR** by the university.

CERTIFICATION

PROJECT MANAGEMENT INSTITUTE
Nov 2020
Certified Project Management Professional (PMP)

PEOPLE CERT
June 2019
Agile SHIFT

LANGUAGE SKILLS

Proficient in reading, writing and speaking Mandarin and English.

Freelance Columnist
Crossing - CommonWealth Magazine Taiwan.
https://crossing.cw.com.tw/author/1204