



## CONTACT

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## SKILLS

### Technical Skills

- HTML
- CSS
- Sass
- Tailwind CSS
- JavaScript
- Typescript
- React
- Next.js
- MongoDB
- Git

### Soft Skills

- Communication
- Adaptability
- Collaboration
- Creativity
- Enthusiasm
- Leadership
- Negotiation
- Patience
- Time Management
- Organisation

## LANGUAGES

### Chinese (Mandarin)

Native

### English

Fluent

# LILY LIU

## PROFESSIONAL SUMMARY

Junior Web Developer holding Master's degree in Art Museum & Gallery Studies with 10 years working experience. I learnt front-end skills from self-teaching and bootcamp. I enjoy building responsive websites and playing with databases.

## WORK HISTORY

### Due Dilligence Researcher/Data Processor

**FACT** - *fact-uk.org.uk* - London

05/2020 - 05/2023

- To conduct open source research and collection of intended subject matter according to business needs: political, security, socio-economic and terrorism issues.
- Process visa/citizenship applications, consolidate foreign language information into English and produce clear and concise written research reports.

### Office Manager

**Jan De Nul Group** - *jandenul.com/en* - Taiwan

01/2019 - 02/2020

- Assist the director with the management of his workload: prioritising accordingly.
- Filing, scanning, photocopying, organising the meeting room calendar and setup.
- International and national travel arrangement, organising company events.
- Ordering office supplies, contacting suppliers and processing PO/Invoice.
- Supporting cash expense, HR hiring process and Dealing with shipping documents.

### Administrative Assistant

**BMA** - *bahamasmaritime.com* - London

04/2015 - 11/2018

- Answering incoming calls and emails via customers.
- Account manager for multiple clients.
- Issuing seaman's books and endorsements for seafarers.

### Sales Administrator

**Jack&Fox** - London

07/2014 - 03/2015

- Providing excellent customer support in a timely manner along with sales order processing.
- Stock control and creating sales documents - chasing up vendors.
- Administration of key customer accounts and supporting HR duties.
- Maintaining pricing information on ERP system and annual distribution of sales prices.
- Keeping up to date with all new processes that require sales support input.

### Logistics and Purchasing/Customer Service

**Egistec Inc** - Taiwan

02/2013 - 06/2014

- Stock control and handling shipping documents and forward arrangement.
- Issuing purchase orders with relevant information (supplier, factory, sales).
- Engaging and replying to customer correspondence (emails and phone calls).
- Preparing invoice and payment requests with correct sign off to Finance.

## EDUCATION

**Web Development  
Online Bootcamp**

07/2023 - 10/2023

**Openclassroom** - London

**MA: Art Museum  
& Gallery Studies**

**University of  
Leicester**

**Bachelor Degree: Art  
Humanities & Social Science**

**National Chiao Tung  
University** - Taiwan