

Dr Chenbo (Simon) Yi

Contact me:

07713158098/yichenbo@outlook.com

Cambridge

- Bilingual, Fluent in English and Native in Mandarin;
- Excellent on Information Acquisition and Problem Solving;
- Good at Organisational Skills with PRINCE2 Practitioner Certificate;
- Competent User of Microsoft Project on Project Planning and Control.

EDUCATION AND TRAINING

01/2017	PRINCE2 Foundation and Practitioner Training (Certificate obtained)
09/2008 – 12/2013	University of Nottingham Ph.D. in Environmental Engineering
09/2007 – 12/2008	University of Nottingham MSc in Environmental Engineering
09/2002 – 07/2006	Nankai University in China BSc in Environmental Engineering

WORK EXPERIENCES

12/2017–12/2018 **China UK Development Ltd (UK)** **Assistant Manager**

CUDL is an education service provider based in Cambridge and offers short term academic programmes to Chinese Universities.

Responsibilities:

- Central management of the winter/summer school, and assist on course design and resource acquisition;
- Organise events and visits including international education summit etc;
- Performance monitoring and quality control, actions implementation for procedure improvement;
- Liaison with colleges of Cambridge University and other parties in the UK.

Major Achievements:

- Successfully operated 2018 winter and summer schools with over 700 attendees and over 98% satisfy rate;
- Organised the first international education summit for the company when 14 collaboration MOU signed;
- Maintain the approval by British Accreditation Council by improving the performance and procedure;
- Explored and established numerous links with lecturers in Oxbridge and initiated collaboration with some other parties such as ACCA HQ etc.

04/2015 – 10/2017 **Smart Manufacturing Technology Ltd (UK)** **Project Manager**

SMT is a consultancy and software supplier for transmission design and optimisation in automotive and wind energy sectors.

Responsibilities:

- Pre-Sale: Verify requests, organise feasibility study, prepare proposal, budget/quote and contract, manage project leads;
- Full project life cycle management: planning/scheduling, progress control and report, risk and change management, liaison external stakeholders, manage internal team and cooperate with other functional departments.

Major Achievements:

- Secured the largest contract in the company at the time in automotive sector and successfully managed the project leading to another potential project;
- Completed the design project with longest duration in the company, 6 years;

05/2014 – 03/2015 **Jiangxi Academy of Sciences (China)** **Research Associate**

Responsibilities:

- Responsible for proposal, supplier liaison and experimental. A scientific journal paper published based on the research.

03/2013 – 08/2013 **Cheng Yi Parcel Ltd (Parcel Service Supplier, UK)** **Customer Service**

Responsibilities:

- Handling customers' requests and complains in good manner. All positive feedback about my service in the half year contract.

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PROJECT EXPERIENCES

Project 1 Cambridge Academic Summer School Programme

6 months, 6 team members in preparation stage and closing up stage, 43 team members in operating stage.

- Established programme structure and formulated project and staff plan by comprehensive study of historical information, carefully adapting customers' requests and efficient communication;
- Smooth the operation and continuously improved the performance through closely monitoring the progress and quick response on the in-time feedback;
- Started multiple courses in new subjects and provided training to over four hundred students and professionals.

Project 2 Research Project for Twin Lay Shaft Transmission Design

5 months end stage project, 6 team members including designers, CAE/CAD engineers, machining expert.

- Through carefully reviewing project status and existing materials identified issues and allocated necessary resources;
- By well-organised task distribution and discussion, the project last over 6 years with 2 years no progress has been completed in 5 months.

Project 3 HEV Gearbox NVH Reduction Project

14 months, 11 team members including CAE/CAD engineers, experts on gears, machining and heat treatment and test engineer.

- With efficient pre-sale communication and quick response, One Million GBP purchase order secured with a new client, the leading HEV manufacturer in China;
- Via breaking down tasks into logical level, combining technical inputs and considering potential risks, project clearly scheduled and agreed by customer;
- Established RISIC and communication strategy that transparency vastly improved and issues were noticed in less than one working day after occurred;
- By foreseeing risks and acting in advance, all tasks completed on time with two weeks' extra work accommodated;
- Through implementing quality assurance procedure, minimum modifications on deliverables needed in comparison with previous projects;
- Due to high quality and on time service, efficient and friendly communication through the project, the customer expressed willing on another similar project.

Examples of Some Other Projects

Project 4 Cambridge Academic Winter School Programme 12 weeks, 35 team members

- The programme has been successfully delivered to about three hundred students from over twenty universities;

Project 5 2018 China-UK Global Education SUMMIT 3 weeks, 22 team members

- Organised the summit co-hosted with St John's College, Cambridge University, numbers of collaboration promoted;

Project 6 Correlation between Software and Test Results 5 weeks, 4 team members

- Well planned and delivered on time, customer purchased software after project.

ADDITIONAL

- Full UK Driving License; UK Settlement.