

VINCENT CHIEN

Contact

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City

Warsaw, Poland

Education

Master of Advanced Analytics – Big Data

SGH Warsaw School of Economics

2023 – 2025

Bachelor of Business Administration

National Taipei University of Business

2016 – 2020

Skills

- Data Analysis
- Financial Analysis
- Tableau/Power BI
- SQL
- Python
- Big Data Tools (SAS)
- Word/Excel
- Business Process Modeling
- Communication Skills
- Team Work
- Adaptability
- Multitasking
- Critical Thinking

Languages

- Chinese (Mandarin)
- English

Professional Experience

2022

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2021

Industry and Business Specialist

Department of Economic Development – Taipei City Government | Taipei, Taiwan

- Coordinated cross-department communication by consolidating data from 20+ colleagues and addressing requests from 5+ city councilors, ensuring timely and accurate information exchange.
- Contributed to StartupTaipei initiatives, assisting in the planning and execution of entrepreneurship events, industry projects, and website content updates to promote the local startup ecosystem.
- Contacted and coordinated with 80+ factories, collecting operational information and drafting status reports to support government decision-making on industrial management.
- Assisted in COVID-19 response measures, supporting staff allocation between remote work and office presence, and promoting policy communication to ensure compliance.

2019

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2016

Finance & Accounting Specialist

KEDP MANAGEMENT CONSULTING LIMITED | Taipei, Taiwan

- Managed bookkeeping, payroll, and financial statement preparation for 40–50 clients using WSTP accounting software, ensuring accuracy, regulatory compliance, and timely reporting.
- Processed invoices, tax filings, and accounts payable/receivable, streamlining client financial operations and improving reporting efficiency.
- Assisted in business setup, structural changes, and liquidation, preparing documentation and liaising with government authorities for filings and compliance matters.
- Contributed to trust and tax planning projects by drafting agreements and providing tailored asset management support.

2013

Intern – Individual Income Tax

National Taxation Bureau of the Central Area, Ministry of Finance | Taichung, Taiwan

- Supported 300+ taxpayers in completing online individual income tax filings and submitting related tax documents, resulting in improved accuracy and streamlined processing.

Other Experience

Mandarin Language Coach (Remote)

Italki 2020–Present | Remote

Preply 2020–2022 | Remote

- Taught 200+ students across 20+ countries, delivering 1,000+ customized Mandarin lessons with measurable learning progress.
- Helped students succeed in advanced language proficiency exams and enhance professional communication skills.