

ALLEN LU (YI-TING)

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PROFESSIONAL EXPERIENCE

Accounting Assistant

DC Innovative Accounting

Sydney, AU

Feb. 2021 - Present

- Assist with financial accountant with month end accounts.
- Prepared and lodged over 100 individual tax return and bank reconciliations for clients.
- Communicated with clients on daily basis to ensure great customer services.
- Performed data processing in MS Excel for clients.

IT Officer

Australia - Taiwan Business Council

Sydney, AU

May 2018 - Present

- Maintained and configured computer hardware.
- Set up over 10 large group video conferencing for ATBC with more than 100 participants.
- Monitor and maintain social media channels.
- Provided IT support services, troubleshooting and system operation.

LEADERSHIP EXPERIENCE

Vice President

UTS Taiwanese Student Association

Sydney, AU

Oct. 2017 - Nov. 2019

- Coordinated 20+ events and meetings.
- Drafted sponsorship packages and sent proposals to corporate sponsors.
- Managed a team of 22 people to create events for 200 students, with a focus on improving university experience.
- Provided secretarial support to club committee and prepared minutes and agenda of meetings.

EDUCATION

University of Technology Sydney

Bachelor of Information Technology (Major: Data Analytics)

Sydney, AU

Jun. 2021

The Sheffield College

Diploma in Creative Media Production & Technology

Sheffield, UK

Jun. 2016

SKILLS AND INTERESTS

Skills: Programming [SQL, Python], Tableau & Power BI, MS Excel, Google Sheet, Google Analytics, Adobe Suite

Languages: Fluent in English and Mandarin

Interest: Photographer with 1.5k followers specialising in street and travel photography. Badminton, Calligraphy

PROFESSIONAL CERTIFICATES

Leadership: Practical Skills - LinkedIn Learning

Google Analytics Individual Qualification - Google

Introduction to Computer Science - Harvard Online