

CAIYAN CHEN

EDUCATION

Shenzhen University Shenzhen, China
Major: Materials Science and Engineering 09/2012-06/2016

- GPA: 3.16/4.00

Relevant Coursework: Calculus A, Engineering Mathematics, Computer Applications in Materials Science and Engineering

- Undergraduate thesis
Exploring the influence of preparation process on the physical properties of phenolic resin microcapsules; Preparation of polystyrene microsphere templates with gradient changes in particle size.

WORK

Valeo Interior Controls (Shenzhen) Co., Ltd. Shenzhen, China
R & D Director Assistant 09/2016 - Present

- Utilize Excel and its functions to deal with department data.
- Analyse project working hours data of about one thousand employees and then issue reports monthly;
- Build up and weekly update R&D HC online table for recruitment;
- Collect R&D staff business trip information for quarterly award presentation;
- Organize weekly train for new comers.
- Manage department regular meetings and quarterly management workshop.
- Organize visits from European colleagues or domestic clients, and business trip arrange of my boss.

LAB EXPERIENCE

School of Materials, Shenzhen University Shenzhen, China
2012 - 2016

- Experimental Course: Fundamental Chemistry Experiment for Materials, Experiments in Fundamentals of Materials Science and Engineering
- Lab assistant: laboratory routine maintenance

HONOR & AWARD

- Shenzhen University Mitsubishi Corporation Scholarship (Social Level; 10/2015; 4/550)
- National Inspirational Scholarship (National Level; 10/2015; 9/550)
- Outstanding Student Cadre of Shenzhen University (the school level; 10/2015)
- Shenzhen University Academic Honor Student (Special Grade Scholarship; 12/2015)

MISCELLANEOUS

- Language: IELTS score 6
- Computer programming language :R (basic)
- Coursera Certificate
< Combinatorics and Probability> offered by University of California San Diego
< Probability Theory: Foundation for Data Science> offered by University of Colorado Boulder
< R programming> offered by Johns Hopkins University