**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