

## Curriculum Vitae

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A young professional with a desire to pursue a career in software development. Self-taught and still learning, currently teaching myself **Python**, **SQL** with competencies in parsing and working with **XML**, **JSON** and **HTML**.

Examples of projects/source code can be found on my github page - <https://github.com/ccdle12>.

My time is spent working through a Python Course and personal projects such as web scraping, transferring information into SQL databases, creating games and fine tuning problem solving skills on [www.codewars.com](http://www.codewars.com).

I've also developed interests in Computer Science and the theoretical side of programming. Specifically, studying Algorithms. At the moment, my understanding of Algorithms is rudimentary but it's been hugely beneficial for me in understanding strategies such as Selection Sort and Merge Sort to think about and create more succinct code as well as solve problems quicker.

I am British citizen and passport holder, eligible to work in the UK. I'm currently living overseas but I am relocating to the UK on July 16<sup>th</sup> 2016, and I am very interested in exploring potential job opportunities as a trainee/junior developer.

### Skills

Python  
SQL  
XML  
JSON  
Word Press  
Cargo-Wise – EDI

### Education

**BA Sociology: (2:1), Kingston University UK Sept 2008 – Sept 2012**

**A Level, Island School Hong Kong Sept 2006 – June 2008**

Economics (B), English Language and Literature (B), Philosophy (B)

**GCSE, Island School Hong Kong Sept 2005 – June 2006**

Higher Mathematics (B), English (B), Economics (B), Computer Technology (B), Science (BB), PE (A), Mandarin (B)

### Career History

#### Asia Insight Circle

April 2015 – July 2016

#### Associate Director (Hong Kong)

Private Network

Private network of Chairmen & CEOs in Hong Kong. Off the record, closed door, face to face discussions with prominent speakers as well as distinguished peers.

#### *Responsibilities:*

- Organizing private discussions with high profile speakers and Asia Insight Circle members group.
- Identifying and engaging with potential speakers and potential members.

*Responsibilities:*

- Project Management for 3 AGS offices, Hong Kong, Thailand and Korea.
  - Trained Operations, Customer Service and Sales staff in the Cargo Wise IT system
  - Trained and Assisted Executive Level staff to generate detailed reports as well as improving data accuracy.
  - Help adapt Global IT system to integrate Local/Customs/Government regulations.
  - Restructured departments in order to maximize head count and adapt to IT system.
- Setup the “Auto-Rating” in the IT system for HK, Thailand and Korea for automated billing
  - Reduced errors in billing, resulting in an improvement in P/L accuracy.
- Introduced and Customized “Service Levels” in order to identify the 4 types of billing customers.
- Managed an integration project of regional operations and accounting to the “SSC” (Shared Service Centre), the back office in Cebu.
- Last member of the AGS Hong Kong staff
  - Responsible for settling all Accounts Payable and chasing all Accounts Receivable
  - Facilitating final HR payrolls
  - Cancelling all on-going contractual agreements

*Achievements:*

- Regional Super User on Cargo-wise IT system
- Trained AGS Hong Kong, Thailand and Korea staff on the Cargo-Wise system
- Extensive Professional Development Training at Head Office in Sydney, Australia
- Internal Audit in the system to track down and amend outstanding Receivable Incomes of HKD99,989.44
  - Recommended and Implemented solutions to avoid outstanding Accounts Receivable discrepancies
  - Restructured Operational Accounting to improve Accurate P/L reports.
- Created an operation and customer service IT Standard Operating Procedure for Hong Kong office.
- Created Standard Operating Procedure for IT Operational Accounting for Hong Kong, Thailand and Korea.
- Project Manager of the integration of the AGS Hong Kong office and the SSC (Regional Back office)

**NBI**

June 2013 – July 2013

**Shadowing / Freelance Researcher (Hong Kong)**

Executive Search

*Responsibilities:*

- Shadowing Consultants and Senior Researchers.
- Database Management

**Languages**

English (Native)  
Cantonese (Basic)

**Interests**

Programming, Coding, Technology, Muay Thai