

# Gavin Cao

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New Zealand Citizen | Native English | Native Mandarin

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## PROJECTS

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- Machine-learning based emotion classification system for secondary emotions
- A social media app with React Native JavaScript.

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## QUALIFICATIONS

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### THE UNIVERSITY OF AUCKLAND

2017 – 2020

#### Bachelor of Engineering (Honours)

*with Second Class Honours First Division in Computer Systems Engineering.*

*Year 4 research project: Machine-learning based emotion classification system for secondary emotions. Prize winner for feature extraction.*

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## EMPLOYMENT

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### BANK OF CHINA (NEW ZEALAND) LIMITED

Mar 2021 – Aug 2022

#### HOME LOAN ASSISTANT | PERSONAL BANKING DEPARTMENT

- Automate and provide maintenance to the ongoing customer due diligence process and report documents.
- Provide maintenance to the automated emails towards customers.
- Analyse and improve the current workflow and system.
- Extract, analyse, and summarise monthly/yearly data and report to the head office.
- Undertaking KYC and AML assessments as well as ongoing customer due diligence.
- Contacting customers for identification updates, and customer support.
- Provide support to the initialisation of online banking.

### ZTE Corporation

Nov 2019 – Feb 2020

#### INTERN [DIRECTOR ASSISTANT]

- Meeting with clients and potential clients.
- Provide support for the day-to-day tasks.
- Self learning: the company and its products.

## **Huawei Technologies Co., Ltd.**

*Jan 2019 – Apr 2019*

### INTERN

- Provide support on data extraction and analysis.
- Translation and making meeting minutes.
- Self learning: the company and its products.

## **The Dow Chemical Company**

*Dec 2017 – Feb 2018*

### INTERN | RESEARCH AND DEVELOPMENT

- Research competitor company's products: analyse and provide a comparison report.
- Translating documents and emails.
- Provide support for the day-to-day tasks.

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## **PERSONAL**

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### INTEREST

- Enjoy filmography and animation
- Enjoy sports, such as playing cycling and hiking
- Gaming

### SKILLS AND STRENGTHS

- Proficient in all coding languages, especially Python and Javascript;
- Proficient user in Microsoft Office (Excel, Word, Powerpoint, Outlook);
- Growth orientated: eager to acquire and master new skills while improving existing skills;
- Quick learner with an eye for detail, honed through screening daily transactions;
- Team player with the ability to work well in a culturally and ethnically diverse environment;
- Prioritizing and managing time sensitive tasks to ensure quality and efficient delivery of results.

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## **REFERENCES**

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Available upon request.