

# DORA CHENG

Vancouver, Canada



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## EDUCATION

### Certification in Technical Writing

University of California, Berkeley, USA  
2020-Present

### Certification in Teaching English

University of British Columbia, Canada  
2016-2017

### Bachelor of Science

Major in Food, Nutrition, and Health  
University of British Columbia, Canada  
2011-2016

## TECHNICAL SKILLS

Microsoft Office Suite

HTML 5

CSS 3

Javascript

Node.js / Express.js

SQL

Adobe Indesign

Tableau

## OTHER SKILLS

Event Planning

Vendor Management

Customer Relationship Management

Creative Writing

Native in English, Chinese

## INTERESTS

Plano (Level 10)

Logic puzzles

Front-end development

Discord mod (500+ members)

Tumblr blog

Mystery novels

Technical and Creative writing

Yoga

## STATEMENT

Communications professional entering the technical writing field. Currently a student in the Technical Writing Program at UC Berkeley X. Experienced in professional writing used for pitch decks and web content. Enjoys solving puzzles with code and web development.

## EXPERIENCE

### Ropes & Gray LLP

*A US-based global law firm known for their pre-eminent private equity and litigation practice*

Practice Development Assistant, Hong Kong, August 2019 – July 2020

- Prepared both internal and external newsletters to clients and stakeholders to highlight global industry impacts and attorney business development activities
- Drove cross-border initiatives by writing pitches, proposals, and editing brochures to show market perception, industry capabilities, deal lists, and accolades
- Created and updated company website content such as attorney biographies, internal and external event news as well as private equity deal announcements
- Organized events for client relationships by developing activity schedules, consolidating mailing lists, drafting invitations, and finding venues
- Oversaw decision-making process for R&G brand merchandise by collaborating with vendors from brainstorming potential products, gathering samples and mock-ups to drafting designs
- Coordinated legal submissions to directories (Chambers, Legal500, IFLR, ALB) and league tables (Mergermarket, Thomson Reuters) which include preparing drafts and tracking deals and accolades
- Promoted client relationship maintenance by creating 'Who knows Whom' reports through the use of CRM platforms such as Interaction® for firm partners

### Clifford Chance LLP

*A UK-based multinational law firm with significant depth in multiple scopes of practice*

Tech Department Secretary and Project Assistant, Hong Kong, April 2019 – August 2019

- Assisted in coordinating a new automated procurement system to ensure efficient payments for all vendors
- Assisted with organizing workshops, seminars and events such as the annual regional IT event by sourcing venues and managing budget
- Managed over 30 different vendors to ensure all deliverables are on time
- Organized department calendars and took regional meeting minutes
- Reviewed and resolved monthly service provider statements to ensure accounting team settled the bills in a timely manner with no duplicate or missing payment

### Clifford Chance LLP

Client Coordinator, Hong Kong, February 2018 – May 2019

- Collaborated with the marketing and branding team to source the most appropriate products to use while keeping company values and representation in mind
- Guaranteed smooth event turnout by building rapport with external vendors
- Created and formatted over 300 food and event proposals for both onsite and offsite events with consideration to budget
- Demonstrated attention to detail and efficient event-planning strategies through managing one assistant who was in charge of set-up, dismantling, and inventory