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MINI CHEN

BA Management W. Marketing 3rd Year

CONTACT

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EDUCATION

Fudan University | Shanghai, CN

September 2019 - December 2019

Exchange under Fudan School of
Management

University of Leeds | Leeds, UK

October 2017 - Present

Bachelor of Arts - Management with
Marketing (expected graduation in July
2021)

Taipei European School | Taipei, TW

April 2009 - June 2017

International Baccalaureate Diploma

IT SKILLS & LANGUAGES

- Microsoft Office
- Adobe Photoshop
- iMovie

- English

*Academic Excellence
Certificate: English
Language and Literature*

- Mandarin

WORK EXPERIENCE

UpBeing | Shanghai, CN

July 2019 - August 2019

Intern (Assistant Manager)

- Assisted with arranging weekly meetings, translation work, emails.
- Led and designed a space renovation plan to improve work environment.

University of Leeds | Leeds, UK

October 2018 - Present

Student Ambassador (Link to Leeds)

- Actively endorsing the University of Leeds to prospective students by leading campus tours, answering queries, live chat events, producing promotional materials (more info: linkto.leeds.ac.uk/ambassadors/mi-ni-chen/)

Dragon Freight PTY (LTD.) | Johannesburg, ZA August 2018 - September 2018

Intern (Reconciliation Accountant)

- Identified and corrected errors from system generated invoices and credit notes on Cargo Wise and Sage Pastel.

ACTIVITIES AND LEADERSHIP

Study Abroad Ambassador, University of Leeds Representative in China

September 2019 - January 2019

- Promoted studying at Leeds at host university by participating in university fairs, hosting information sessions, designing promotional blog posts/posts, 1-on-1 sessions etc.

Events Manager, SUROCUK (Students' Union of the R.O.C in the UK)

October 2018 - July 2019

- Collaborated with the Taiwanese embassy in the UK to promote Taiwanese culture and arrange networking event (e.g. CNY Dinner in London for 250+ people; food fair festival at UCL)

President, Leeds University Taiwanese Society

October 2017 - October 2018

- Successfully negotiated for sponsorships from 2 companies for an event attracting 400+ visitors.
- Delegated and managed events for 180+ members by collaborating with external companies, Leeds University Union, and the Taiwanese embassy.

Project Leader, Tabitha Foundation (Cambodia)

October 2015 - June 2016

- Fundraised NTD161,324 through talent shows, bake sales, sports day, donations, designed merchandise (i.e. t-shirts) etc.
- Delegated and managed 42 members; travelled to Phnom Penh to build 15 bamboo houses for Cambodian families.

Executive Leader, Taipei European School (Student Council)

October 2014 - November 2015

- Hosted and managed student events (e.g. discos, food&drink sales, sports competition) in collaboration with various departments (i.e. Parents-Teacher Association).
- Improved student life by making changes to campus environment (e.g. study area refurbishment).