

[Lawrence Shen]

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Education

The University of Sydney

Sydney, Australia

Bachelor of Project Management, Information Systems Major

Dec 2023

Grade: Distinction

Relevant Coursework: Project Management and Analytics, Data and Information Management, System Analysis and Design, Agile Project Management, Business Intelligence, IT Evaluation

Work Experiences

Hummingbird Solutions

Sydney, Australia

Junior Project Portfolio Analyst

Jan 2023 - Present

- Providing high-level administrative support by coordinating correspondence, preparing statistical reports, handling information requests, and performing PMO work.
- Monitoring project costs, and progress against schedule from the Project Management System.
- Developing system training materials and supporting the training of Hummingbird clients.

BenQ Corporation

Taipei, Taiwan

E-Commerce Intern for the US market

Nov 2020 - Sep 2021

- Performed inbound marketing with Hubspot, contacting over 50 customers per day with 95% of customer satisfaction rate.
- Maintained over 1000+ marketing data entries per day in Excel
- Generated executive summary with customer behavioral insights with Salesforce Service Cloud
- Operated BenQ E-Commerce Website with Magento

Side Projects & Activities

PwC Inter-Uni Case Competition 2022

Sydney, Australia

Finalist

Sep 2022 - Oct 2022

- Proposed a Smart City Payment System solution to support the zero-carbon mission and sustainable transportation.
- Designed User Experience and User Interface with Figma.
- Designed a server architecture for the proposed solution.

Close The Deal Global MA Competition 2022

Worldwide

Participant

Feb 2022 - Apr 2022

- Analyzed and presented M&A opportunities for PV panel recycling solutions
- Liaised potential investors and buyers with energy consultant companies

Skills & Certifications

Languages: Native in Chinese Mandarin; Fluent in English

Technical Skills:

- Programming Skills: Python, SQL, Java, JavaScript, HTML, CSS
- Web Application Development: TypeScript, React.js, Flask framework
- Data Analytics and Business Intelligence: Excel, PowerBI, Tableau, Gephi, Tableau, Power BI
- Project Management: Microsoft Project, Atlassian Jira, Scrum
- E-Commerce: Salesforce Service Cloud, Hubspot, Adobe Magento

Certifications: Scrum Master Certified (SMC)