M.E. Lau [Emmy]

415.760.4805   melau1010@gmail.com   San Jose, CA

SUMMARY
- Compliance process analyst and technical writer in fintech and financial services
- Three years designing blockchain risk management capabilities for privacy and compliance
- Composed guidance on regulatory analysis, policies, procedures per SEC, FINRA, FATF, FinCEN

EXPERIENCE

Technical Writer, Compliance Analyst – Contracts & Projects / 2013 – 3.2020
- Authored compliance policies, white papers, business plans, instruction manuals, marketing content, media content, content strategy, and technical documentation
- Drafted procedures and FAQ from SME interviews for current and future state processes in preparation for public audit
- Fulfilled policy and strategy research requests on Bitcoin's regulatory future
- Formulated documentation for fintech and cryptocurrency startups including Bitcoin Nation, Blade Financial, Matrix AML, FISE Portal
- Contributed to Bitcoin Nation's finalist award at the 2014 Boston Tech Jam
- Developed AML policy and procedures regarding KYC, OFAC, SDN, PEP, SAR reports, due diligence, onboarding, metrics, and audit preparation
- Wrote technical content inclusive of pre-artificial intelligence machine learning methods for Matrix AML website's sections: *home, products, services, about us* - https://www.matrixaml.com/
- Coded and edited website showcasing writing portfolio on topics including policy, procedure, machine learning, artificial intelligence, cybersecurity, blockchain, digital banking, and APIs - https://melau1010.github.io/writingportfolio/

Product Manager - FISE Portal / 2017 – 2/2020
- Wrote white paper and presentation content
- Developed blockchain-based compliance SaaS concept to solve costly inefficiencies in legacy systems
- Documented granular level future state compliance processes, user stories, incentivization flows
- Collaborated with engineers to architect crypto-economic product solutions
- Raised risk management and cyber-security awareness in leveraging new technology for privacy, record-keeping, de-risking, and compliance on shared AML platform

English Teacher - Education First / 2012 – 2013
- Taught and tutored students in online classroom setting
- Broadcasted lesson content to international student populations of Asia, Europe, South/North America, and the Middle East

AML/KYC Consultant - IFS State Street, TD Bank, LPL Financial / 2010 - 2012
- Completed regulator-mandated KYC remediation prior to hedge fund liquidation
- Conducted due diligence, fact checking, research, analysis and documentation
- Prepared audit trail and presentation for internal and federal auditors
- Trained employees on AML procedures cross-departmentally

FORMAL EDUCATION

B.A. New York University   History, Communications
Mira Costa College   Business Management, Accounting

INDEPENDENT STUDIES

Udemy	HTML, CSS, Python, JavaScript, APIs, Blockchain, Markdown
LinkedIn Learning	MadCap Flare, Business Analysis, Business Process Modeling
42 Piscine	Unix, C
Oracle	Oracle PL/SQL

CERTIFICATES

Udemy	Agile SCRUM Project Management
Udemy	JSON/XML API Documentation
Udemy	REST API Documentation
LinkedIn Learning	Business Analysis Foundations