

M.E. Lau [Emmy]

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San Jose, CA

SUMMARY

- Technical writer and compliance analyst in fintech and financial services
- Three years designing hybrid blockchain capabilities for privacy and compliance
- Composed guidance on regulatory analysis, policies, procedures per SEC, FINRA, FATF, FinCEN

EXPERIENCE

Consultant, Technical Writer – Contracts & Projects / 2013 – present

- Authored compliance policies, white papers, business plans, marketing presentations, and social media content
- Fulfilled policy and strategy research requests on Bitcoin's regulatory future
- Drafted procedures and FAQ for future state processes from SME interviews for public company audit
- Formulated documentation for fintech and cryptocurrency startups including Bitcoin Nation, Blade Financial, Matrix AML, Silicon Valley Bank, 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/>

Technical Writer - FISE Portal / 2017 – Present

- Wrote white paper and presentation content
- Developed blockchain-based compliance SaaS concept to solve costly inefficiencies in legacy systems
- 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

EDUCATION

B.A. New York University

History, Communications

Mira Costa College

Business Management, Accounting

Independent Studies

HTML, CSS, Python, Unix, JavaScript, APIs, Blockchain

Certificate

Agile SCRUM Project Management

Certificate

TEFL - Teaching English Foreign Language

