

Alvin Chen

alvinchen005@suss.edu.sg ❖ (65) 8200 8126 ❖ Singapore

EDUCATION

Singapore University of Social Sciences

July 2019 – May 2023

BSC in Business Analytics, with minor in management

- GPA 4.17/5.00
- Vice-captain of SUSS taekwondo competition group

Singapore Polytechnic

April 2014 – May 2017

Diploma in Business Administration

- GPA 3.40/4.00
- Specialization in marketing management and financial analysis

WORK EXPERIENCE

Envision Digital International

November 2020 – Present

Business Analyst –GTM and Product Strategy (Intern converted to full time)

- Coordinated with business partners to manage opportunity pipeline worth >\$200 USD million.
- Performed due diligence and valuation for strategic M&As, combined value of target >\$100 USD million.
- Supported carbon management software development from planning to implementation.
- Created impactful presentations and dashboards to drive both client engagements and key investments.

Uber Technologies Inc

February 2017 – May 2017

Project team member

- Analyzed and visualized key trends data presented insights to relevant stakeholders.
- Administered database management software such as Salesforce and MySQL.
- Mentored new hires in the administration of organizational software and organizational processes.
- Communicated with users through webchat, troubleshooted any technical issues which they may face.
- Translated stakeholder requirements into business needs.

Otto Solutions

February 2016 – May 2016

Marketing executive

- Procured new business partners for the organization and grew client base.
- Analyzed industry trends through SWOT analysis and presented opportunities for growth to stakeholders.
- Saved marketing costs and increased consumer reach through new media channels.
- Designed content for improving customer reach using Adobe software.
- Engaged clients to gather business requirements and ensured alignment with operational needs.

SKILLS & INTERESTS

- **Skills:** Proficiency in Microsoft Excel, Python programming, SQL, database management, statistical analysis, market research, account management; content marketing; brand marketing; PPT presentation
- **Interests:** Taekwondo; meditation; traveling; comedy; programming; Indonesian politics; piano.