

## PERSONAL INFORMATION

Name	<b>KWAN, TIN WAI NATALIE</b>
Address	<b>BURGS DORFSTR. 5, 13353 BERLIN, GERMANY</b>
Telephone	<b>+4915771167811</b>
E-mail	<b>kwantinwai@hotmail.com</b>
Nationality	British
Date of birth	30 07 1993

## WORK EXPERIENCE

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|---|--|
| <ul style="list-style-type: none"><li>• Dates (from – to)</li><li>• Name and address of employer<ul style="list-style-type: none"><li>• Type of business or sector</li><li>• Occupation or position held</li></ul></li><li>• Main activities and responsibilities</li></ul> | <p>January 18, 2016 - Present</p> <p>RepRisk Germany GmbH, Rosenthaler Str. 23, 10119 Berlin, Germany</p> <p>Research and business intelligence</p> <p>Senior ESG Risk Analyst</p> <ul style="list-style-type: none"><li>- Contributing to the company's web-based tool that monitors and assesses companies' environmental, social, and governance risks</li><li>- Providing feedback and training to junior members of staff</li><li>- Co-writing reports and other marketing materials including RepRisk's flagship publication, the annual "Most Controversial Companies Report"</li></ul>                   |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li><li>• Name and address of employer<ul style="list-style-type: none"><li>• Type of business or sector</li><li>• Occupation or position held</li></ul></li><li>• Main activities and responsibilities</li></ul> | <p>September 14, 2015 – October 23, 2015</p> <p>Ethical Investment Research Services Ltd, The Foundry, 17-19 Oval Way, London, SE11 5RR, United Kingdom</p> <p>Research and business intelligence</p> <p>Human Capital Management Research Intern</p> <ul style="list-style-type: none"><li>- Conducting research and data analysis of companies in terms of their human capital management performance</li><li>- Undertaking quality checks to ensure data is up to date and accurate</li></ul>   |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li><li>• Name and address of employer<ul style="list-style-type: none"><li>• Type of business or sector</li><li>• Occupation or position held</li></ul></li><li>• Main activities and responsibilities</li></ul> | <p>June 6, 2014 – August 8, 2014</p> <p>Hong Kong Dolphin Conservation Society, Kak Tin Village Kung Miu No.13, Tai Wai, Hong Kong</p> <p>Environmental NGO</p> <p>Research Intern</p> <ul style="list-style-type: none"><li>- Contributing to the long-term monitoring of the Indo-Pacific Humpback Dolphin and the Finless Porpoise in Hong Kong territorial waters, through boat-based and land-based observations</li><li>- Taking part in the organization of the "30 Third Runway Victims" campaign and other public awareness activities (e.g. street stalls and dolphin-watching school trips)</li></ul> |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li><li>• Name and address of employer<ul style="list-style-type: none"><li>• Type of business or sector</li><li>• Occupation or position held</li></ul></li><li>• Main activities and responsibilities</li></ul> | <p>June – August 2013</p> <p>Bottlenose Dolphin Research Institutes, Via Armando Diaz, 4, 07020 Golfo Aranci OT, Italy</p> <p>Environmental NGO</p> <p>Intern</p> <ul style="list-style-type: none"><li>- Field and laboratory training in marine mammals' research methodology and analysis</li><li>- Transcribing and analyzing field data</li></ul>   |

## EDUCATION AND TRAINING

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| <ul style="list-style-type: none"><li>• Dates (from – to)</li><li>• Name and type of organization providing education and training<ul style="list-style-type: none"><li>• Principal subjects</li></ul></li><li>• Title of qualification awarded</li></ul> | <p>September 2012 – July 2015</p> <p>University of Sussex</p> <p>Human Geography</p> <p>Bachelor of Art with 1<sup>st</sup> Class Honours</p> |
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## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

Cantonese

OTHER LANGUAGES

### [ Mandarin ]

• *Reading skills:* Excellent • *Writing skills:* Excellent • *Verbal skills:* Excellent

### [ English ]

• *Reading skills:* Excellent • *Writing skills:* Excellent • *Verbal skills:* Excellent

### [ German ]

*Reading skills:* Basic • *Writing skills:* Basic • *Verbal skills:* Basic

SOCIAL SKILLS  
AND COMPETENCES

- Over three years of experience working in an extremely multi-cultural company: with 200 colleagues from over 20 countries
- An active tennis team member during high school years: served as team captain on my last year and was awarded the “2006-2011 Award for Contributions in Sports (Tennis)” and the “2008-2010 Most Valued Tennis Player”

ORGANIZATIONAL SKILLS  
AND COMPETENCES

- Managed the publication of four reports at my current employer, one of which has been cited by [Forbes](#) in 2018: responsibilities include defining the overall time frame of the production process, distributing workloads, ensuring the timely delivery of each milestone, and analyzing and organizing vast quantity of information
- Supported coordination of volunteers during the organization of the “30 Third Runway Victims” campaign

TECHNICAL SKILLS  
AND COMPETENCES

- Microsoft Office
- Multimedia software: GIMP, Adobe (Photoshop, Dreamweaver, Audition, Premiere Pro)
- GanttProject
- EndNotes
- ArcGIS
- DARWIN
- Pythagoras
- HTML

ARTISTIC SKILLS  
AND COMPETENCES  
*Music, writing, design, etc.*

2008-2009 HKIPCC Chinese Writing Competition Merit Award  
2009 English Literature Scholarship  
ABRSM Grade 7 Piano  
Grade5 Music Theory