

ALLEN CHAI

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PROFESSIONAL EXPERIENCE

Gallop Corp.

Project Manager, Operations

Long Beach, CA
Sept. 2011 – June 2012

- Managed all new medical projects and worked closely with CEOs, R&D, and business planning depts.
- Negotiated with and visited vendors and factories in China and Taiwan; audited vendor's quality control in products.
- Resolved client issues pertaining to production, allocation, deadlines, product purchasing, and competitive pricing.
- Worked closely with sales team to set up new business ventures with Gallop Corp's three largest clients that accounted for \$20 million in sales per year.

Gallop Corp.

IT Security and Operations Analyst

Long Beach, CA
Apr. 2011 – Sept 2011

- Assisted the implementation of the vendor pricing module of a purchasing system by conducting and documenting walkthroughs of business users and determining what functionality needed to be added based on the needs of business users.
- Assisted in the design of the policies and procedures regarding user access and changed management for inventory system that supports 35 management levels and over 300 staff.
- Executed and own the quarterly access review process for multiple information systems to ensure that system access is appropriate

Five Minutes

Operation Specialist (American Market: Facebook)

Shanghai, China
Dec. 2010 – Apr. 2011

- Responsible for gaming operation activities on Facebook platform.
- Helped track and analyze daily operation data of both Five Minutes' games and the games of competitors.
- Communicated with other social network companies to set up cross promotional events.
- Tracked linguistic and game bugs/issues and resolved it in a timely manner.

1st United Services Credit Union

Members' Services

Oakland, CA
Dec. 2007 – May 2008

- Prevented customer fraud, performed credit checks, and opened new accounts.
- Deposited money for members, created cashier checks, updated member accounts, and provided financial advice.
- Verified accuracy and completion of checks for deposit to be sent to corporate headquarters.

EDUCATION

University of California, Berkeley – College of Letters & Science

Bachelor of Arts, Asian Studies focus in China

Berkeley, CA
Aug. 2009

National Taiwan University

Education Abroad Program in Business Chinese

Taipei, Taiwan
Aug. 2007

ADDITIONAL SKILLS and INTERESTS

Languages: Fluent in Mandarin and English

Skills: Microsoft Word, Microsoft Power Point, Microsoft Excel

Interests: Film, Entertainment, Fashion, Poker, Basketball, and Music