**ALLEN CHAI**

Address: 927 Hollyhock Dr. San Leandro CA 94578 Phone: 510-789-8296 Email: Allenchai02@gmail.com

**PROFESSIONAL EXPERIENCE**

**Gallop Corp.** Long Beach, CA*Project Manager, Operations*  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.** Long Beach, CA

*IT Security and Operations Analyst* 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** Shanghai, China

*Operation Specialist (American Market: Facebook)* 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** Oakland, CA

*Members’ Services*  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** Berkeley, CA

*Bachelor of Arts, Asian Studies focus in China* Aug. 2009

**National Taiwan University** Taipei, Taiwan

*Education Abroad Program in Business Chinese* 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