Melody W Wan

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Graduated in USC with a Bachelor of Science in Business Administration, I have a diversified academic background in mathematics, statistics and finance, with strong interest in learning computer science related topics in addition to school curriculum. After 11 years of work experience in financial industry, the growing importance of combining Artificial Intelligence and Investment analysis drives my motivation to pursue the diploma in Artificial Intelligence.

EDUCATIONAL BACKGROUND

B.S., Business Administration in University of Southern California, Los Angeles   Aug 2008 - Dec 2010
- Related Statistics courses included Probability for Business (B), Applied Business Statistics (B-)
- Completed courses relating to Finance, Economics, involving advance mathematical models and quantitative methods.

Associate Degree in Santa Monica College, Los Angeles   Jan 2007 - May 2008
- Related Mathematics courses included Calculus 1 and 2 with satisfactory results
- Diversified course selection with emphasis in science and business

Tang Shiu Kin Victoria Government Secondary School, Hong Kong   Sept 2005 - Dec 2006

St. Paul's Co-educational College, Hong Kong   Sept 2000 - Jun 2005
- Studied Computer Science as part of the curriculum

HONORS AND ACTIVITIES

University of Southern California
- Accounting Society - meeting up with audit firms regularly for academic exchange   Jan 2009 - Dec2010
- Hong Kong Students Association - coordinating regular member meeting   Aug 2008 - Dec2010

Santa Monica College
- Granted Deans List Awards upon graduation
- Alpha Gamma Sigma Association - engaging in volunteer charity activities   Aug 2007 - May2008

Extra-Curricular Learning   2016
- Android Training Course (Basic) in IT Education Centre "Systematic" in Hong Kong
- Learned fundamental concepts using Android Emulator and basic Android programming concepts
- Acquired knowledge in Intent and common control commands

WORK EXPERIENCES

Baring Asset Management (Asia) Limited, Investment Manager Assistant   Jan 2019 – Present
- Performed cash management, IPO and Placing, Stock rebalancing, reporting and pre-compliance cheking
- Use portfolio modelling to calculate the investment rebalancing and fund attribution according to fund manager's request.
- Built Excel Macro using VBA to automate investment data extraction and transformed it into system readable format.

FountainCap Research & Investment, Fund Associate   Nov 2017 – Sept 2018
- Handled subscription and redemption of investors, new business implementation, valuation and risk analysis.
- Supported on BAU projects such as implementing new anti-money laundering engines, and subscribing Omgeo platform for automating pre-matching and allocating of the trades.

State Street Corporation, Investment Manager Service Associate   Nov 2016 - Nov 2017
- Acting as middle office to manage trade matching in market including equity, fixed income, term deposit and derivatives
- Handling FX netting on Non-deliverable Forward and monitor unrealized gain/loss

State Street Corporation, New Business Implementation Associate   May 2015 - Nov 2016
- Offering research and inquiry solutions for APAC based clients in terms of fund launch, fund termination
- Handling fund shell setup with implementation of cash sweep, cash advisor, interest bearing, futures, outbound SWIFT

HSBC Hong Kong, Transfer Agency Administrator   July 2013 - April 2015
- Handling on traditional MPF funds with processing subscription, redemption, switching, transfer and rollover
- Participating in FATCA implementation and facilitating on tax classification
- Engaging UAT on AWD and GTAP system enhancement

HSBC Hong Kong, Senior Operations Supervisor   Nov 2012-July 2013
- Preparing quality and quantity control reports for card issue department to optimize centre productivity

HSBC Hong Kong, Analyst   Oct 2011-July 2012
- Preparation of financial analysis and SWIFT messages review
- In depth technical analysis of Blocked Payment and Trade Finance Transactions

SKILLS AND HOBBIES

Language: Fluent English, Mandarin and Cantonese
Hobbies: Books, bowling and badminton lover; occasional volunteer