

Wei-Lin Griffiths

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Summary

A highly organised trust manager with an MBA degree and an engineering, data-driven mindset.

Career history

Trust Manager at Liangu

March 2022 - Present

Liangu is a trading company holding over \$10 million in residential and commercial real estate assets.

Key responsibilities

- Bookkeeping, report writing and forecasting, document management, legal and tax compliance
- Evaluating investment opportunities in line with risk and return requirements
- Arranging meetings with stakeholders, hiring and supervising contractors

Achievements

- Designed and developed the property management app for the company using Next.js, Node.js, Prisma, and PlanetScale. Designed both tenant web application and an admin dashboard.
- Formalised and implemented document management policies to minimise clutter, enhance documentation retrieval, and eliminate duplication errors
- Crafted an innovative investment spreadsheet to efficiently eradicate unprofitable ventures and minimise manual time-intensive calculations
- Increased revenues by 13% and cut costs by 4%

Co-founder at Shopawei PL

June 2021 - February 2022

Shopawei was a fast-grocery delivery technology company whose objective was to digitise and create a marketplace for consumers to shop for quality goods at local farmer's markets in Poland.

Key responsibilities

- Identified market gaps, researched opportunities, implemented lean startup methodologies and spearheaded the company's go-to-market strategy
- Coded and deployed company website and supervised team to produce MVP
- Devised and executed a business plan based on lean startup principles

Achievements

- Drove the company to connect over 100 customers with merchants, facilitating 1000zł of transaction volume

Soldier at The Parachute Regiment

April 2017 - April 2021

The Parachute Regiment is the British Army's first response to global events.

Key responsibilities

- Writing confidential emails, diary management, booking and organising meetings and events, booking staff travel, and managing and adjusting conflicting schedules

- Led teams of up to 30 people to complete complex tasks under difficult, high-stress circumstances

Achievements

- One of only 7% to pass the nine-month selection process
- Championed the restructuring of the logistics supply chain, improving efficiency by 20%
- Advised and educated 30+ people during the implementation phase of the army's new learning platform

Education

Master of Business Administration from Quantic School of Business and Technology

Graduated 2023

- GPA: 3.95 / 4.00
- **Clubs:** Entrepreneurship Club

Bachelor of Science from The University of Queensland

Graduated 2015

- GPA: 6.4 / 7.0
- **Clubs and Activities:** Tennis, Mechanical Engineering Student Society

Key Skills

- **Soft Skills:** Leadership, communication, problem-solving, time management, organisation, adaptability, decision-making, critical thinking
- **Hard Skills:** MS Office, Adobe Design, Canva, Power BI, JavaScript, NextJS, SQL, Python

Interests

- Reading, running, tennis, business, startups, hiking

References

Available upon request