

## Miya (Yi-Ju) Chen

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### EDUCATION

**University of Maryland**, College Park, MD  
Master of Real Estate Development

December 2014

**National Taipei University**, Taipei, Taiwan  
B.A. in Real Estate & Built Environment

June 2008

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### WORK EXPERIENCE

**LONGKAI Retail Company**, Taichung, Taiwan  
**Project Manager/ Retail Coordinator**

2011- 2012

- Managed inventory through stock replenishment, analyzed sales data to develop corresponding merchandise and marketing strategy. The effort increased Q2 and Q3 sales by 15%.
- Leveraged MS Office skills to create budget analysis reports and generate monthly financial statements to monitor and follow up operating cash flow.
- Maintained department schedule by maintaining calendars for department personnel as well as arranging meetings, conferences, teleconferences, and travel.

**HSBC Bank (Taiwan) Ltd.**, Taipei, Taiwan  
**Associate Manager in residential Mortgages**

2010- 2011

- Processed loan application documents and coordinated closely with loan officers and underwriter teams to ensure the timely, judicious and accurate processing of mortgages.
- Verified credit risks and reviewed borrowers' income, credit reports, employment histories, property appraisals and title insurance information to prepare loan applications for underwriting submittal.
- Managed database and updated loan and mortgage regulations in order to mitigate operational, regulatory and compliance risk.

**SinYi Real Estate Consulting Co., Ltd.**, Taipei, Taiwan  
**Senior Property Title Officer, Property Inspection Department**

2008- 2010

- Examined titles to determine legal conditions for real estate listings, with over 300 national agent office locations.
- Abstracted public records, reviewed legal documentation, and analyzed zoning regulations and tax assessments to prepare property inspection reports with title opinions. Rewarded as the company's most productive employee.
- Maintained and updated property files and databases of real estate with problems or safety risks.
- Trained 10 new hires in preparing property inspection reports to improve overall efficiency of production.

**Pulse Communication Co., Ltd.**, Taipei, Taiwan

2006- 2008

**Part-time Office Administrator**

- Answered telephone calls and assisted other staff in the organization with their enquiries.
- Managed file documents and database with Microsoft suites.
- Coordinated and prepared meetings and business trips for company personnel.

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### OTHER SKILLS & INTERESTS

- ARGUS software certificate training, Colvin Institute of Real Estate Development
- Technical: Microsoft Word, Excel, Power Point, Outlook, ARGUS, and AutoCAD
- Certificated in Trust Operation Personnel and Internal Controller of Bank, Taiwan Academy of Banking and Finance
- Languages: English (fluent), Mandarin Chinese (native)
- Hobby: traveling, cooking