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CURRICULUM VITAE

CAREER OBJECTIVE

Seeking responsible and challenging position that will utilize my diversified experience in the Business Research, Education, Financial Management, Information System or Operation functions.

CAREER SUMMARY

- 10 years of professional experience in foreign, private and public sector.
- Multi-Lingual Software Project Development on Record Management System for Audio, Data Record Keeping, Images and Video Management. Working experience in education, e-commerce, financial research and IT consulting.
- Strong cross-functional leadership and management experiences.
- Have experienced in business research & strategy development, business system analysis & design, financial data analysis, Internet and application development, procurement budgeting, project management and system re-engineering.
- Detail oriented, multitasking, problem solver, quick learner and ability to manage multiple complex tasks simultaneously.
- Processing knowledge in Quantitative Data, Information and Operational Management.
- Self-motivated with strong interpersonal and communication skills; comfortable working independently or as part of an integrated team.

PERSONAL Nationality: Singapore, Race: Chinese, Marital Status: Single

EDUCATION BACKGROUND

- 2002 – 2003 University: The Australian National University (ANU). Full-Time.
Faculty: School of Finance and Applied Statistics. Australian, Canberra.
Degree Awarded: Master of Financial Management.
Year Graduated: May 2003.
- 1997 – 2001 University: Nanyang Technological University (NTU). Part-Time.
Faculty: School of Communication and Information. Singapore.
Degree Awarded: Master of Science in Information Studies.
Year Graduated: Dec 2001.
- 1990 – 1993 University: UNIVERSITY OF GLASGOW. Full-Time.
Faculty: Information and Mathematical Sciences. United Kingdom, Scotland.
Degree Awarded: Bachelor of Science in Computing Science.
Year Graduated: Dec 1993

AWARDS

- 1992 The Premier Computer Co-operative Society Ltd – University of Glasgow Scholarship Award.
- 1982 Braddell Scout Group - The Best Scout of the Year.

PROFESSIONAL EXPERIENCE

Dec 2003 – Present I Tech Training Centre. Foreign Joint-Venture Educational Training Centre. Business Research & IT Manager. China, Shandong province, Jinan.

Responsibilities include:

- Business Planning, Market Research & Strategy Development.
- Developed multi-lingual software project development for School Educational System.
- Liaise with internal/external Business Associates, IT vendors and Training Instructors.

Nov 2000 – Feb 2002 CSA, Computer Systems Advisers Pte Ltd. Affiliated of CSC, USA. Project Manager (Contract Basis), Financial Application Team at Ministry of Education (MOE).

Responsibilities include:

- Acted as an IT advisory role, managing problem resolution, system and functional requirements, projects escalation plan, roll out projects and maintained project management documentations.
- Keep abreast of new IT development, reviewing re-engineering financial technology processes, liaise with consultants and system engineers from IBM, Peoplesoft, Oracle, NCS and Helpdesks Supports.

Significant Achievements:

- Roll out deployment of New Financial System for more than 1000 users for all Divisional Levels of Ministry of Education and School Headquarters.
- Mapping out re-engineering processes and diagrams with external consultants, and end-users to streamline and improve work processes.

Apr 2000 – Nov 2000 WorldBoz.Com Pte Ltd. A start-up Internet Company. Technology & Operation Manager. Digital Photos & E-documents Section. Reporting to Chief Information Officer (CIO) on strategizing business plan, market research, financial budgeting and formulating IT directions.

Responsibilities include:

- Architect online digital photo portal, user access directories and photos exchange services. Devised safe e-document and storage management.
- Supervised members of Information Content and designer team.
- Research online photos competitive intelligence market reports.
- Managed IT procurement and n-tier distribution architecture.
- Setting up computer networking, office automation, databases and security administration, performance tuning and optimization.

Significant Achievements:

- Developed portal directory services and semantic web-contents indexing for user registration and database management.
- Setup company computer infrastructures, front-end and back-end applications integration and software development.

- Apr 1996 -
Apr 2000
- HTS Asia Ltd. Financial and Investment Research, Foreign (European) firm.
Computer Administrator and Financial Data Analyst.
Reporting to Research Director and General Manager on research and development, office automation and IT matters.
- Responsibilities include:
- Research and development on quantitative data analysis, financial models, Internet development and programming techniques.
 - Planning and managing IT projects, computer networks and data center.
 - Automating, developing and re-engineering in-house software programs.
 - Keep abreast of new IT development. Evaluating, analyzing and defining user's requirements and liaise with computer vendors and external IT developers.
 - Managing and maintaining various computer platforms, networking, office automation, software applications and vendors' information systems.
 - In-Charge of standard operational procedures for daily and weekly databases distribution, data-mining, security administration, statistical simulation and operational activities.
- Significant Achievements:
- Developed & administrated International Equity and Forex Database Distribution System.
 - Developed & re-engineering the Derivative Database Distribution System.
 - Architect data backup, restoration and preservation of e-documents.
 - Developed auto-scheduling system and simulations modeling.
 - Setup Data Networking Center for parallel computational and simulation.
- 1995
- CSA, Computer Systems Advisers Pte. Ltd. Multinational.
Associate Consultant. MRP System Development for Manufacturing sector.
Reporting to Senior Consultants for Management Resource Planning (MRP), Business Development Unit.
- Responsibilities include:
- Provided MRP's consultation to clients and supporting end-users requirements. Customizing programming and development in Customer, Supplier and Inventory management.
- 1991 – 1992,
1994
- I PCS Computer School. Affiliated of Yamaha Organization.
IT Trainer and Programming Analyst (Part-Time).
Reporting to the School Principle.
- Responsibilities include:
- Taught Part-time IT computer and application courses. Review and enhance computer courses curriculum development for all beginners & higher levels.
- Significant Achievements:
- **Implemented projects development for a) Office Automation for a Construction firm b) Scheduler Onboard Work Permit Prints System for a Marine Service firm c) Insurance Investment Financial Calculation for an Insurance Firm .**

BUSINESS RESEARCH , FINANCIAL AND INFORMATION SKILLS

- Business Skills* Business planning, Market Research and Strategy development.
- Financial Skills* Quantitative Analysis, Financial Modeling, Interpreting Financial Statements & Reporting, Financial Spreadsheet, Simulation Techniques, Financial Information ISO Code Extraction for Derivative, Equity and Forex.
- Financial Sys.* Financial Markets and Systems : Bloomberg, Bridge, Telekurs, Commodity System Inc., Knight-Ridder InfoTech, and DataStream.
- Info. Skills* Information Data-Mining Extraction, Indexing and Categorization.
- Info. Sys.* Knight-Ridder Dialog, Library and Citation Tools.
- Multilingual* Online Multilingual Translation and Unicode Database Development Tools.

COMPUTER TECHNICAL & SOFTWARE SKILLS

Computer Operating Systems

Microsoft Windows 3.x/95/98/2000/ME/XP, NT 4/2000 server, Macintosh Classic 8.0 to 9.1, MAC OS X, Unix, Palm 4.0.

Programming Languages

Windows: Realbasic, Visual Basic, ScriptEase, Java, ANSI C, Borland C++, Turbo Pascal.

Macintosh: RealBasic, CodeWarrior C++, VIP-C/Basic, AppleScript, Java, Perl, Think Pascal.

Unix: COBOL.

Internet: Search Engines Optimization, DHTML, HTML, XML, CGI, SOAP, POP3, SMTP, Javascript, VBScript, Frontier

Content Management, Webstar Server, Microsoft FrontPage, Adobe GoLive.

Computer Networking

TCP/IP, LAN (PC & Mac), MacLAN, CISCO Router, Switches & Hub, Novell Administration.

Computer Databases

FileMaker Pro, Microsoft Access, Realbasic Flat Database, SQL knowledge.

Digital Photos, Graphics & Music Editors

Adobe Photoshop, ImageReady, Canon Digital Photo tool & editor, GraphicsConverters,

Realbasic 2D & 3D Programming, Music Audio Mixers, Music Formats & MP3 Converters.

Office Software

Microsoft Office – Word, Excel, PowerPoint; Adobe PDF, Lotus Note, SPSS Statistics, Flowcharting, Remote Access, Eudora, Outlook Express, Internet Browsers, and most essential Office-Ware.

PROFESSIONAL AFFILIATIONS

i) Internet Society (ISOC), Member.

ii) The Professional Risk Managers' International Association, Member.

LANGUAGES English and Mandarin. Conversant in Chinese dialects : Cantonese, Hokkien and Teochew.

INTERESTS Lateral thinking, meeting people, research & computing, photography, travelling, cooking & trekking.

REFERENCES Will furnish upon request.

PROFESSIONAL COURSES/ FORMAL TRAINING ATTENDED

- Jan 2004 Certificate of Financial Mastery. Conducted by Freely Pte Ltd.
- Sep 2001 Planning & Managing Projects Certificate. IPS Project Management Program conducted by Charter Member of Project Management Institute.
- Jun 1997 Advanced Java, Building Networked Applications Certificate. Institute of Systems Science (ISS), National University of Singapore (NUS).
- Jun 1997 Java, Adding Interactivity to the Web Certificate. Institute of Systems Science (ISS), National University of Singapore (NUS).
- Jan 1997 MacWorld EXPO, San Francisco, USA. Attended overseas short courses on Internet web design, Software Development Kits.
- Jan 1997 Mobile Satellite Products: California Microwave, USA. Attended overseas courses on Transportable Inmarsat-B, global wireless connectivity, Satellite equipment for Networking Video Conferencing and remote data transmitting.
- Jun 1996 – Oct 1996 Fuzzy logic, Knowledge-Based Representation and Case-Based Reasoning. Using Case-Based Tools, Kappa OOP and FlexiNet to develop fuzzy logic financial decision-support system. ISS, NUS.
- May 1996 Basic and Advanced NetWare 4 Administration Certificates. Conducted by Drake Training School.
- Mar–May 1996 'C' Programming Language Certificate. ISS, NUS.