**A-MEI (AMY) PAN**

123 Chong Cheng Road, Da An District, New Taipei City 456, Taiwan R.O.C.

+886-912345678 ameipan@gmail.com

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| **SKILLS** |
| **Project Management and Leadership:*** Oversaw Einstein Project (500K USD) on overhauling IT systems integration
* Successfully won bid for Newton Project (600K USD)
* Coached 120 new employees including technical and customer services staff
* Project Management training (PMP) certification
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| **Problem-solving and Communication:*** Led engineers in defining clients’ inquiries for use of customer services staff
* Performed failure analysis; anticipated possible corrective measures before strategy was implemented
* Conducted literature review of technical issues and development
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| **Technical Skills:*** Microsoft Office, Microsoft Project, Microsoft SharePoint
* PHP, SQL, XHTML, CSS
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| **WORK EXPERIENCE** |
| 2012-2016 | **IT Project Manager**, *Rosewood Solutions Ltd.* Taipei, Taiwan* Took charge of 500K USD project rolled out in major banks across Taiwan
* Successfully won bid for 600K USD project (success rate 8% out of 35 applications)
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| 2011-2012 | **Assistant IT Project Manager**, *Rosewood Solutions Ltd.* Taipei, Taiwan* Promoted to IT Technician to Assistant IT Project Manager, selected from over 25 candidates
* Analyzed system requirements and developed restoration system
* Enhanced system efficiency by 15%
* Drafted documentation distributed to all IT staff members
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| 2007-2011 | **Part-time Work and Internships**, Taipei, Taiwan* Barista, New York Café (part-time, 2 years and 4 months)
* Research Assistant, National Acacia University (part-time, 9 months)
* IT Intern, Almond Ltd. (full-time, 3 months, summer)
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| **EDUCATION** |
| 2009-2011 | **MSc in Computer Science**, *National Acacia University,* Taipei, Taiwan* Master’s thesis: Performance Analysis of Galileo Systems: Survey and Classification
* Average: 92/100; ranking: 1st/52
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| 2005-2009 | **BSc in Computer Science**, *National Birch University*, Taipei, Taiwan* Average: 85/100; ranking 2nd/155
* Dean’s Award (for ranking top three in class in semester) \*6
* Relevant coursework: Databases Structure, Computer Networking, IT Applications, Programming Languages, and Information Processing
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| **EXTRACURRICULAR ACTIVITIES** |
| 2009-2010 | **Graduate Student Representative**, *Dept. of* *Computer Science*  |
| 2006-2009 | **Member**, *Dept. of Computer Science Basketball Team* |
| 2005-2007 | **Activities Officer**, *Dept. of Computer Science Student Association* |
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| **OTHER** |
| Languages: Mandarin (native), English (fluent, TOEFL 102/120), German (conversational)Interests: Basketball, traveling, web designReferences: Available upon request |