**A-MEI (AMY) PAN**

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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 | |
| **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 | |
| **Technical Skills:**   * Microsoft Office, Microsoft Project, Microsoft SharePoint * PHP, SQL, XHTML, CSS | |
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| **WORK EXPERIENCE** | |
| **03/2012 -07/2016** | **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) |
| **11/2011 -03/2012** | **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 |
| **10/2007 -09/2011** | **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** | |
| **09/2009 -06/2011** | **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 |
| **09/2005 -06/2009** | **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 design  **References**: Available upon request | |