

# Karen Huixian LIEW

## Personal Summary

With interests and competencies in business and computer engineering, Karen is a versatile candidate who is keen to bring fresh ideas, new energy and different perspectives to an organization.

Having met the rigorous demands of the double degree program at The University of Hong Kong (only about 10 students will successfully obtain a double degree), Karen has developed positive work habits, high adaptability and an unwavering determination for excellence.

Her experience as an intern at the ABC Bank Limited (Beijing, China) has also instilled in her, strong work ethics, effective communication skills, flexibility and the ability to work collaboratively.

She is seeking an opportunity with an investment bank where her knowledge in business and computer engineering will be an asset to the IT department.

## Work Experience

### ABC Bank Limited

SUMMER INTERN (Beijing, China)

Jun - Sept 20XX

Responsible for providing support and assistance in the operations of the Corporate Business Department.

- Liaised with 10 clients seeking loans - companies liaised with included a renowned American retailer (ranked Fortune 500), government institutions and local companies.
- Analyzed the financial positions of 5 clients with supervision from team members and senior managers - studied annual reports, financial ratios, market share analyses, major stockholders' analyses and other relevant information to ascertain the financial positions of these companies.
- Assisted with the risk assessment of 5 companies seeking loans with supervision from team members and senior managers - studied press releases, industry analysis reports, bank's own records of these companies' credit history and other relevant information so as to conduct risk assessment.
- Filing and organization of companies' statements and tax records.

## CONTACT DETAILS

Telephone: +852 XXXX XXXX

Email: name@gmail.com

## KEY COMPETENCIES

- Strong analytical skills
- Broad range of computer knowledge
- Writing skills
- Communication skills - able to speak and give presentations in public, able to present technical and abstract concepts in a clear and concise manner, excels in building and maintaining quality relationships with senior managers, team members and clients.
- Able to work independently or collaborate with others.
- Able to multi-task, handle stress and work within tight schedules to meet deadlines.

## PERSONAL QUALITIES

- Analytical
- Communicates effectively
- Highly adaptable
- Passion for learning
- Positive attitude and energy
- Persevering
- Resilient

## IT SKILLS

*Proficient - able to implement projects independently using:*

- C/C++
- Java
- SPSS (for marketing analysis)
- VHDL

*Familiar with:*

- Python
- HTML
- MySQL
- iOS/Android
- Matlab

## Highlights of Academic Achievements

Project group ranked first in every round of *MARKSTART* (a comprehensive marketing strategy simulation) Jan - May 20XX

- Collaborated with team mates to develop marketing strategies and execute these strategies and plans for a firm in the *MARKSTART* world.
- Participated in discussions with team members to develop marketing strategies suitable for each given scenario.
- Presented pertinent discussion points and rationale for decisions made in executing marketing strategies to the class at the end of the simulation program.

Studied the issue of fees charged illegally to foreign domestic helpers working in Hong Kong Jan - May 20XX

- Conducted street interviews with around 25 foreign domestic workers in Hong Kong to understand the problem for a Business School project.
- Created a 7-minute video with iMovies, documenting their experiences and making recommendations to the public and relevant authorities to raise awareness for this issue.

Developed a mind-controlled software through an EEG device for faculty's Senior Design Project Aug 20XX - Apr 20XX

- Explored the possibilities of controlling hardware devices using brainwaves.
- Successfully integrated Java game design into the usage of API of Emotiv EEG device.

Selected to present engineering integrated project and give a demonstration to the Hong Kong Institute of Engineers (HKIE) Accreditation Team Nov 20XX

- Performed the implementation of a Digital Camera, which consisted of an integrated hardware and software system.
- Wrote computer programs using VHDL codes and high-level codes on the PC to capture an image with the camera lens, process the signals on an FPGA board and finally display the image on a LCD screen.

## Academic Qualifications

**ABC University of Hong Kong** Sept 20XX - Jun 20XX  
Double Degree Program  
Bachelor of Business Administration (Majoring in Marketing)  
Bachelor of Engineering (Computer Engineering), Honours Degree, Second Class Division 1

**University of ABC, Berkeley** Jul - Aug 20XX  
Berkeley Summer Sessions  
Successful completion of modules in International Business and International Trade

**Shanghai ABC University** Sept 20XX - Jun 20XX  
Successful completion of the Foundation Year Program at the School of Electronic Information and Electrical Engineering

## LANGUAGE PROFICIENCY

- English: full professional proficiency
- Chinese (Putonghua): native proficiency
- Cantonese: limited working proficiency

## CO-CURRICULAR ACTIVITIES

- Member of ABC Hall's Dance Team (Sept 20XX - May 20XX)
- Attended French language school in Paris (August 20XX)

## REFERENCES

Available upon request.

## AVIALABILITY

Immediate

**Portfolio available upon request**