

# POSTGRADUATE CV

## Leah Chen

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MSc Applied International Development student with a broad range of experience in international relations and development. Possess the ability to build relationships to enhance collaborative project working and organise successful events. Strong listening skills and confident public speaker, with experience of presenting to large groups. Seeking to develop my experience in fundraising and project co-ordination.

## Key Skills

**Research:** undergraduate level international development research included a dissertation on Environmental Effects on Refugee Communities, using Word. For Refugee Relief, I assisted researchers investigating the economic contributions made by refugees to host states.

**Data Analysis:** as part of my undergraduate degree I became adept at handling, interpreting and analysing large amounts of data. I frequently use Microsoft Excel to produce spreadsheets and am familiar with advanced features, including pivot tables and Vlookup.

**Teamwork:** experienced in working in international teams during university projects and internships and taking the lead when required. Supportive team member, who works calmly under pressure, with the ability to build strong relationships with fellow team members, managers and external contacts.

**Organisation:** I was part of the organising team for an annual International Book Aid conference, which brought together 26 delegates from nine countries for a two-day event. My role as Treasurer for the Royal Holloway Dance Society required decision making about allocating funds accurately.

**Communication:** throughout my degree and year out I have developed excellent written and verbal communication skills and have participated in group PowerPoint presentations. Fluent Mandarin speaker.

## Education

**Sept 2019 – present**                      **MSc Applied International Development**    **University of Reading**

Relevant modules: Social Policy and Sustainable Livelihoods, Economic Development and Law and Development. Practical sessions included topics such as Project Planning and Development.

Planning 10,000-word dissertation on the Political Representation of Nomadic Peoples.

**Sept 2016 – May 2019**                      **BA Human Geography (2.1), Royal Holloway, University of London**

Final year project: Investigation of Environmental Effects on Refugee Communities

**Sept 2009 – June 2016**                      **High Winshall College, Rye**

A-Levels: Biology (B), Chemistry (C), Geography (C)

10 GCSEs: grades A\*-B, including English and Maths

## Relevant Experience

**Summer 2019**

**Administration Intern, Refugee Relief, London**

- Responsible for maintaining a supporter database and running weekly fundraising reports. Updated social media with fundraising campaigns and events, using Google Analytics to monitor engagement.
- Represented the organisation at information stands at two festivals.
- Provided research support for an international campaign about refugee economic contribution.

**Oct 2016**

**Event Support, Book Aid International, London**

- Provided administrative support, using MS Office, for an international conference.
- Issued joining instructions by email, negotiated hotel room rates and arranged technical support.
- Delegates included qualified and trainee librarians from Africa.

**June – Aug 2016**

**English Tutor, Language Learning, Hong Kong**

- Taught English to students aged 14-18 individually and in groups, which developed my communication skills and confidence, and presented opportunity to learn about each other's cultures and customs.

## Additional Employment

**Aug – Dec 2015**

**Casual Waiting Staff, Event Catering, London**

- Worked as part of an international team hosting large scale corporate events of up to 5000 people.
- Delivered excellent customer service while working under pressure

## Additional Information

- Fluent Mandarin speaker
- Excellent MS Office skills including Outlook, Word, Excel and PowerPoint
- Currently learning to drive

## Positions of Responsibility

**2016-2017**

**Treasurer, Dance Society Royal Holloway, University of London**

- Responsible for budget of £5,000 and prepared financial reports for the Student Union using Excel.

## Interests

- Enjoy travel and learning about new cultures and keeping up to date with current affairs.