

Min-Min Chen

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EDUCATION

University of Illinois at Urbana-Champaign

Master in Finance

Champaign, IL

June, 2011-Present

National Tsing Hua University

Bachelor in Management in Quantitative Finance; Final 60-Credits GPA: 3.43/4.00

Hsinchu, Taiwan

September, 2003-June, 2007

WORK EXPERIENCES

Chung-Hua Institution for Economic Research

Research Assistant

Taipei, Taiwan

July, 2010-April, 2011

- Evaluated United States' tariff data and interpreted nuances of tariff rules in order to accurately benchmark those policies with other nations
- Compiled and tabulated tariff data for several countries including the U.S. and Japan and delivered it to the Industrial Development Bureau
- Analyzed and catalogued value of trade and national tariff data to allow researchers easy access to integral figures for their analytical papers. Was responsible for proofreading these papers upon completion.

Standard Chartered Bank (Taiwan) Limited

Clerk, Corporate Actions Team, Department of Securities Services

Taipei, Taiwan

March, 2008-June, 2010

- Processed transactions including ADR, convertible corporate bond, and IPO subscriptions for clients. Contributed to a growth in total accounts from 3,200 to 4,000.
- Extracted relevant press release information involving shareholder rights including tender offers, rights issues, and class actions in order to translate pertinent information into English and disseminate to current clients
- Provided quality customer service by attaining maximum currency exchange rate for client's dividend distributions
- Built excel formulas to handle accounting entries for special cases such as mergers & acquisitions
- Worked on a 6-person multinational team to integrate SWIFT, a software application that increased communication with clients, in order to standardize the global correspondence from the bank to the customer
- Calculated and audited dividend distributions for top corporations, with total distribution amounts of over thirty Billion USD on behalf of ~400 investors.

Financial Risk Management Center, Department of Quantitative Finance, NTHU

Research Assistant

Hsinchu, Taiwan

October, 2006-June, 2007

- Compiled and presented risk management research studies to the directing faculty of the center.
- Aided faculty with various projects involving complex derivatives, options, hedges.

LEADERSHIP & VOLUNTEER EXPERIENCES

Leader, International Volunteer to Nepal Program

June, 2007-July, 2007

- Designed/organized student volunteer summer camp class schedule including English, Art, Music, Science, and PE.
- Built small scale library and checkout system in Nepal. Hosted festival and farewell events.
- Assisted medical professionals to provide health services in Nepal. Taught Nepal citizens about personal hygiene.

Community Service Volunteer, Syin-Lu Social Welfare Foundation

June, 2006-July, 2007

- Accompanied autistic children with outdoor activities, attending library, eating, playing and reading stories.

Community Service Volunteer, Mackay Memorial Hospital

February, 2007-June, 2007

- Assisted in Emergency Room and provided companionship to youth patients.

Campaign Management Associate

June, 2004-September, 2005

- Organized a series of promotional activities for the MeiChu Competition, the traditional sport competition between NTHU and NCTU (National Chou Tong University).

SKILLS

Languages: Mandarin Chinese (Native Fluency); English (Proficient)

Computer Skills Microsoft Office Suite, MATLAB (Pricing Mortgage), SAS (Interest rate models with Monte Carlo Simulation), Bloomberg (Data Collection)

Certificate: Trust Operations Personnel, the Trust Association of Republic of China (May, 2008)