ALLEN LU (YI-TING)

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PROFESSIONAL EXPERIENCE

DC Innovative Accounting — **Sydney, AU**
Accounting Assistant — Feb. 2021 - Jun. 2023
- Supported financial accountants in completing month-end accounts.
- Prepared and submitted over 100 individual tax returns and conducted bank reconciliations for clients.
- Maintained regular communication with clients to deliver exceptional customer service.
- Conducted data processing tasks using MS Excel to meet client needs efficiently.

Australia - Taiwan Business Council — **Sydney, AU**
IT Officer — May. 2018 - Present
- Administered and configured computer hardware systems.
- Setup of more than 10 large group video conferences for ATBC, hosting over 100 participants each.
- Monitored and maintained social media channels.
- Provided IT support services, troubleshooting issues, and ensuring smooth system operation.

EXTRACURRICULAR EXPERIENCE

UTS Taiwanese Student Association — **Sydney, AU**
Vice President — Oct. 2017 - Nov. 2019
- Managed coordination of 20+ events and meetings.
- Drafted sponsorship packages and submitted proposals to corporate sponsors.
- Led a team of 22 individuals in organising events for 200 students, prioritising enhancements to the uni experience.
- Offered secretarial assistance to the club committee, including the preparation of meeting minutes and agendas.

EDUCATION

University of Technology Sydney — **Sydney, AU**
Bachelor of Information Technology (Major: Data Analytics) — Jun. 2021

The Sheffield College — **Sheffield, UK**
Diploma in Creative Media Production & Technology — Jun. 2016

SKILLS AND INTERESTS

Skills: Programming [SQL, Python], Tableau & Power BI, MS Excel, Google Sheet, Google Analytics, Adobe Suite
Languages: Fluent in English and Mandarin
Interest: Photographer with 1.5k followers specialising in street and travel photography. Badminton, Calligraphy

PROFESSIONAL CERTIFICATES

Leadership: Practical Skills - Linkedin Learning
Google Analytics Individual Qualification - Google
Introduction to Computer Science - Harvard Online