

Jiayi Pan

Personality Summary

Proactive, result and detail oriented personality with a background in information technology and finance. Strong analytical skills, problem-solving abilities, and a commitment to safety and operational efficiency. Eager to contribute to the sustainability and functionality of public systems in communities.

Skills

- **Technical Proficiency:** Basic mechanical and equipment troubleshooting; data analysis tools including SQL and Python; and project management platforms like Microsoft Suite and Jira.
- **Safety Awareness:** Familiar with workplace safety regulations and committed to adhering to operational protocols.
- **Communication:** Effective in collaborating across teams, with prior experience in liaising with stakeholders to achieve operational goals.
- **Adaptability:** Quick learner with the ability to adapt to new environments and acquire technical skills on the job.

Education

- **Master of Information Technology**
University of New South Wales, Sydney, NSW, Australia Jan 2023 – May 2025
- **Master of Science in Finance**
Clark University, Worcester, Massachusetts, USA Aug 2019 – Dec 2020
- **Bachelor of Art in Business and Administration and Management**
University of Indianapolis, Indianapolis, Indian, USA Aug 2018 – June 2019
- **Bachelor of Economics (International Economics and Business)**
Zhejiang University Ningbo Institution of Technology, Ningbo, China Sep 2015 – Jun 2018

Professional Experience

Meritco Services – Senior Information Analyst

Shanghai, China

Jan 2022 – Dec 2022

- Conducted in-depth data analysis and scenario modeling of Commercial Due Diligence, ensuring accuracy and reliability.
- Delivered high-quality reports under tight deadlines, demonstrating strong organizational and multitasking capabilities.
- Customer Relationship: Engage in regular communication with clients to ensure mutual understanding and promptly respond to their requests. Manage relationships across three client categories

Third Bridge – Senior Associate

Shanghai, China

May 2021 – Dec 2021

- Expert Network Management: Oversee and facilitate Due Diligence, Strategy, and Proposal projects for clients. Conduct thorough research on relevant industries, companies, and products to identify and engage suitable experts, ensuring proactive support for client needs.
- Customer Relationship: Cultivate both professional and personal client relationships, to ensure sustained partnerships and client satisfaction. Monitor the market share achieved among all vendors serving our clients.
- Professional Development: Foster the enhancement of vital business soft skills, including commercial acumen, relationship building, persuasion and negotiation, time management, and stakeholder management, in alignment with our company's people development strategy.

Additional Qualifications

- Expected to get an Australian work visa(485) with over 24 months of full-time eligibility in May 2025
- Physically capable and willing to work in remote and outdoor environments.
- Open to comprehensive training provided by the employer and keen to develop expertise in water systems operations.

Hobbies and Interests

- Active lifestyle: Basketball and gym.
- Continuous learning: Exploring sustainable technologies and their applications in everyday systems.

References

Available upon request.