

# CURRICULUM VITAE – Beichen Yang

## Personal details:

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## Work experience:

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### January 2019- March 2019 Munro Leys, Suva, Fiji – Summer Clerk

<https://www.munroleyslaw.com/>

I was a summer clerk at Munro Leys, the largest corporate law firm in Fiji. I was in the commercial advisory team and litigation team working on files currently in the court process.

My responsibilities included:

- Writing communications including initial drafts of legal opinions, memoranda, legal alerts, and developed lines of inquiry through investigation questions. This involved assisting on different matters involving prudential regulation, intellectual property, company law, securities, torts, general litigation.
- Legal research including researching and drafting alternate legal arguments.
- General litigation assistance such as writing cease and desist letters, assisting in civil procedure aspects.

Key Skills and personal attributes:

- Teamwork demonstrated by communication with other members of team.
- Able to work under pressure.
- Able to multi-task through need to work on many case files at the same time.
- Critical thinking through legal analysis and effects of law and regulation and its implications.
- Written communication.
- Adaptability to different jurisdictions including researching comparative law and adapting to Fiji law.
- Self-responsibility demonstrated by being able to work independently

Achievements in the role:

- Initial draft of legal alert largely adopted in published legal alert. (<https://www.munroleyslaw.com/the-companies-act-2015-solvency-resolution-reminder/> and <https://www.munroleyslaw.com/the-ppsa-is-here/>)
  - Investigative questions used by senior associate in a mediation. Highly commended by him.
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### 2016- Present NumberWorks n' Words – Senior Tutor and Acting Manager

I tutor students from ages of 5-18 in Mathematics and English for one of the largest and most well-known education franchises in New Zealand. I am responsible for 3-4 students each hour while providing one on one support for each student.

My responsibilities include:

- Delegating managerial tasks including rostering staff breaks, reporting to manager.
- Delivering lessons in an appropriate way to children of all age groups. Involves explaining theoretical concepts in a manner appropriate to each student's understanding.
- Planning and organizing content based on New Zealand Curriculum. This involves consulting with students to personalize a study program.
- Ensuring students achieve measurable academic improvements while enjoying their time at NumberWorks.

Key skills and personal attributes:

- Interpersonal skills demonstrated through ability to build maintain personal relationships with students to ensure students have fun.
- Ability to communicate theoretical concepts in a way that is appropriate and able to be understood.
- Time management.
- Self-management
- Responsibility and accountability.

Achievements in the role:

- Achieved one of the highest numbers of positive feedback from parents regarding their child's improvement and enjoyment of their time at NumberWorks.
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## **2013-2015**

### **Mitre 10 – Cashier and Floor Staff**

My responsibilities included:

- Ensuring compliance with legal requirements such as sale documentation of restricted goods and sale of goods law.
- Handling cash during closing.
- Role of welcoming customers and being the “friendly face of the company.”
- Assisting customers with product decision
- Delegated a security role (e.g. preventing loss of goods and facilitating police registration of restricted goods).

Key Skills and personal attributes:

- Excellent customer service and desire to go the “extra-mile” to help customers.
- Integrity, honesty, and responsibility as demonstrated by being trusted with money and security role.
- Building trust and rapport with customers.
- Applying theories of product use to a customer's circumstances.

Achievements in the role:

- Awarded high marks in customer satisfaction in “mystery shopper” surveys.
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### **Leadership Positions:**

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- **Asian Law Students Association: 2017-2018**
    - Vice president 2018- Role involved negotiating with local business to gain funding and event hosting, financial planning of event, and delegating tasks to other executive members and hosting meetings in the absence of the president.
    - Elected Mentoring Liaison 2017- Role involved facilitating the mentoring programme and contacting those in the profession to be mentors. I implemented a new system to streamline administrative management of the programme.
    - Both roles required responsibility and accountability to other executive members as well as association members through monthly reporting as this was an elected position.
    - Mentor for younger students 2015-2018.
  - **Peer Assisted Study Support Leader, VUW: 2016**
    - Leading study groups and facilitating discussion of 20 students for a core first year commerce paper.
    - Official role delegate by Student Services, VUW.
  - **School Prefect in final year at Wellington College.**
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### **Education:**

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**Victoria University of Wellington**

Conjoint LL.B./B. Com. majoring in Economics with a minor in Finance.

Expected Completion 2019

**Notable achievements and Awards:**

- Law of Remedies (Achieved top 5% in essay mark),
- International Dispute Resolution (achieved one of the highest marks in the class for written submissions),
- Disaster Economics (achieved the highest mark for research essay and presentation on economic effects of a disaster in New Zealand and one of the highest marks for the overall course).
- Quarter-finalist (final 8 out of 32 teams) - Buddle Findlay Senior Negotiation competition 2018
- Victoria Gold Award Faculty Club of The Year 2017 awarded for organization of best new club.

**Wellington College, Wellington, NZ 2008-2012**

NCEA Levels 1,2,3 merit endorsed and Cambridge International Examinations: IGCSE

**Notable Achievements and Awards:**

- Wellington College Headmaster's Award for Exemplary Service 2012 awarded for exemplary Services in recognition of dedication to school.
- Wellington College Leadership Award 2012
- Wellington College Music Honours 2012
- Cambridge International Examinations A\* 2010
- First Place Wellington Regional Chinese Speech Competition non-native speaker's category 2008
- First in year Music and Certificate of Excellence 2008

**Milton Road Primary School, Cambridge, UK 2000-2007**

**Transferable skills:**

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- Effective negotiation skills gained from study, competition, and tenure as Vice President.
- Understanding of different cultures and business practices gained from living and working overseas.
- Fluent in English and Chinese, conversational in French.
- Written and verbal French developed through studies.
- Computer skills – Regular user of all Microsoft Office Suite in particular Word and Excel. Intermediate Stata skills. Gained through university training and personal development.
- Leadership potential gained during tenure as Mentoring Liaison and Vice President of the Asian Law Student's Association.
- Strategic planning gained from Vice President tenure.

**Volunteer work:**

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- AIESEC external relations manager. A not-for-profit organisation that runs cultural exchanges, internships, and volunteer trips to locations around the world. Role within organisation was to build and maintain relationships with external stakeholders to seek sponsorship for the exchanges.
- Volunteer track builder at local mountain bike park.

**Personal interests:**

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**Societies and Memberships**

- Active member and executive member of the Asian Law Students Association (Since 2015)

- Active member of Victoria University of Wellington Law Students Society. (Since 2015)
- Thorndon Tennis Club. (Since 2009)
- Auckland District Law Society (ADLS) (Since 2017)

### **Extra-Curricular Activities**

- Victoria Business Consulting Competition Competitor.
- Junior Negotiation Competitor.
- Senior Negotiation Competitor.
- Involvement in mountain biking, racing at national and local levels.
- Ex-competitive tennis player for the Thorndon Tennis Club. Currently involved in Business House social competition with intention of returning to high performance competition.
- Musician in community music groups.

### **Referees:**

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Available on Request