**SHAWN WK YAP**

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**WORK EXPERIENCE:**

**Clifford Chance LLP, London United Kingdom**

*September 2018 – Present*

I am undergoing training to qualify as a Solicitor of the courts of England and Wales. I rotated within 4 different departments and gained valuable insight into the workings of an international corporate and commercial law firm.

**Glory Ship Management, Singapore**

*January 2013 – August 2014*

*August 2017 – December 2017*

As Secretary and Contracts Administrator in a large commercial conglomerate, I reported directly to the Director of Finance. I developed a sense of what it was like to be an entrepreneur as I worked within a family-owned firm. Furthermore, I acted as a liaison between internal and external stakeholders on a variety of issues. This included shipping/finance lawyers, and executives at the Singapore Exchange. This was because the firm was considering an initial public offering at some point and was regularly involved in commercial disputes.

**Norton Rose Fulbright, Singapore**

*June – July 2015*

At Norton Rose Fulbright Singapore, I worked with two other interns to index and file hundreds of evidence bundles, update the firm’s company law handbooks and produce a guide for future interns. I was individually responsible for managing an entire debt collection assignment for our client, the Export-Import Bank of the United States. For this project, I took a leading role; researching the defaulter, drafting client replies and compiling evidence dockets. I researched on the state of capital markets in India and concluded my findings in a 10 page report. I also participated in preparing for client pitches.

**Public Service Division, Prime Minister’s Office, Singapore**

*December 2011 – January 2012*

My primary responsibility was to market the Public Service Division for the purposes of graduate recruitment. This was because the division needed to increase the number of graduates applying to it by increasing awareness of its responsibilities and its position within the civil service. My fellow interns and I used the latest advertising and social media tools available to demonstrate the division's enthusiasm for hiring capable graduates. I advanced my skills of innovation and teamwork whilst cultivating valuable professional and personal relationships at the Prime Minister's Office of Singapore.

**British Chamber of Commerce, Singapore**

*May 2010 – August 2010*

I managed the entire project of publishing the Chamber’s membership directory (updated annually) from start to finish. This involved contacting and speaking with every one of the Chamber’s members to ensure their details were accurate and up to date. I acted as a liaison between the Chamber and members of the printing company (the printers did not speak English while the Chamber's staff spoke only English). Additionally, I supported the smooth running of the Chamber’s weekly events. At times, this involved arriving exceptionally early to ensure I was present to assist with the smooth running of the Chamber's breakfast meetings. I concluded the internship by crafting a handbook for future interns.

**Singapore Armed Forces Ammunition Command, Singapore**

*January 2006 – January 2008*

As assistant to the Head of Department of the largest military division in Singapore, I was responsible for the daily management of his office of over 50 personnel. This involved a wide variety of activities, from attendance taking to proof-reading confidential communication on his behalf. I was twice responsible for the annual turnover of the entire Army’s supply of reserve ammunition. I developed a spreadsheet to structure and track the Command's entire ammunition stockpile, which aided with my heavy planning as I gathered contact details and arranged which vehicles would travel to which part of the country during a 4 month period. I had to communicate with personnel from all levels within the armed forces.

**EDUCATION:**

*December 2017 – August 2018*

**BPP University**

**LLM Commercial Legal Practice**

I currently read for LLM in Commercial Legal Practice at BPP University as part of my TC with Clifford Chance.

*August 2017 – December 2017*

**CFA Institute**

**Investment Foundations Program**

I read for The CFA Institute Investment Foundations™ program. This course of study covers: essentials of finance; ethics and investment roles and allowed a clearer understanding of the global investment industry.

*June 2017 – Dec 2017*

**Society of Trust & Estate Practitioners (STEP)**

**STEP Certificate in Compliance for Professional Advisors**

I currently read for the Certificate in Compliance for Profession Advisors. This course offers insight into anti-money laundering and the financing of terrorism (AML/CFT) regulations that have been adopted across different jurisdictions.

*September 2014 - Present*

**KING’S COLLEGE, LONDON**

**LLB Law**

**Final Result: Second Upper Class Honours**

**First Year Results**

Public Law (1st –71%). Elements of the Law of Contract (2.1–69%). European Law (2.1–68%). Criminal Law (2.2–59%)

**Second Year Results**

Russian Legal System (1st –70%). Tort Law (2.1–67%). Trusts Law (2.1–63%). Criminal Law (2.1–63%).

**Third Year Results**

Public International Law (1st –70%). Law & Social Theory (1st –70%). International Commercial Arbitration (2.1–68%). Jurisprudence and Legal Theory (2.1–64%)

*August 2008 - December 2012*

**NATIONAL UNIVERSITY OF SINGAPORE**

**UNIVERSITY OF CANTERBURY, CHRISTCHURCH, NEW ZEALAND**

**Bachelor of Arts (History, Second Major in Business Management)**

**Final Result (Second Upper Class Honours)**

I was placed on the Dean’s List at the National University of Singapore for outstanding academic achievement and was the top student in all the courses I undertook during my exchange programme in New Zealand. I funded this University education entirely through tutoring high school students part-time.