# Matthew Douglas Earley

*Portfolio:* [www.mearleydesign.com](www.mearleydesign.com)

Bristol, England | +447922918682 | [mearley87@hotmail.co.uk](mailto:mearley87@hotmail.co.uk) | British – Matthew was Born and raised in Britain and left for China in 2007, Returned to the UK December 2018.
Languages: English (Fluent), Mandarin (Fluent)
Technical Competencies: Microsoft Business Applications (Office Suite), version control (Github, Bitbucket), Jira (Agile development), VS Code, JavaScript, React, Next.JS, HTML, CSS, GraphQL, Apollo, Hasura, Figma, Adobe XD
Certifications: CompTIA Network+, Vocational training certificate (Etiquette trainer)

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- Matthew is a dedicated and enthusiastic technology professional with a career background in QA, web development and UX/UI design.
- Experience designing and writing websites and web applications using Adobe design applications and Figma, React, JS, GrapqhQL and hosting them on various platforms.
- Passion for international business, specifically in the development of emerging markets and technologies.
- Multiple years of experience in a software development organization involving key management responsibilities of application quality assurance teams.
- Interdisciplinary, multi-cultural approach. Experience in working with offshore teams across multiple geographic and language regions.
- Highly personable team leader with a focus on the development and satisfaction of line reports.

## EDUCATION

**Beijing Language and Culture University (BLCU)**                                        *09/2007 - 06/2011*
**B.A.** Mandarin Chinese, Economics and Trade                                              Obtained 1:1
**Thesis***: "*汇丰银行（中国）存在的问题和分析*" | "An analysis of possible problems within HSBC (China)"*

## EXPERIENCE

**Wu Wo Partnership ltd.** *Bristol, United Kingdom*
Software and Development Manager                                                          *05/2019 – Present*
- Worked with clients to produce initial application/site structure hypotheses'.
- Carried out web interface prototyping and designing.
- Prepared images using various editing software for site use.
- Designed and made SVGs in Adobe Illustrator.
- Worked on copy writing for various sites.
- Created website/application user journey maps and user stories.
- Built site/application wireframes using figma and Adobe XD.
- Built websites (Including company site), using React, GraphQL and Gatsby and Next.JS.
- Worked to setup site hosting on Netlify and Vercel.
- Setup Netlify CMS for a client site.
- Engaged in work using AWS for hosting of websites and company products.
- Worked on our main application for the utilities industry and property industry using React and GraphQL.
- Liaised with clients via email, phone and on-site to discuss product improvement and on-going product support.
- Wrote numerous training documents for the company's main product.
- Helped to maintain the company's social media presence.
- Engaged in business development, seeking out new customers and developing ideas for new. products/business ventures.

**Microsoft (Lionbridge)** *Chaoyang, Beijing, China*

QA Manager/Tier 3 Team Lead                                                                    *11/2012 – 12/2018*
- Prepared certification guidelines, improved and standardized review process.
- Line management of 15 policy experts to streamline operations and review an average of 50 apps/day.
- Allocated resources across Microsoft Application lines.
- Co-ordinated with development centers, identified opportunities based on volumetric data.
- Managed reporting of departmental productivity and resource (MI).
- Troubleshooted problem applications providing policy and regulatory guidance to c.200 reviewers.
- Effected change by leading weekly meetings and collaborating with senior program managers.
- Flagged potential issues with compliance, developer feedback or problem apps, collect examples and send them to senior program manager.
- Acted as Mediator for Double blind QA reviews.
- Developed and tested Microsoft partner applications and other high impact business systems, reported potential failure scenarios for further review.
- Performed audits of entire Quality Assurance program including reviews of desktop, mobile, Xbox and MR applications.
- Solely responsible for auditing reviewers work for Xbox's OpenXBL project.

Policy Expert/Tier 3                                                                                     *08/2012 – 11/2012*
- Analyzed "problem apps" and gave feedback to thousands of developers for improvement.
- Audited 200 reviewers work, preparing quality reports with regards to reviewer's performance.

App Certification Reviewer                                                                           *06/2012 – 08/2012*
- Localized and certified applications in ten categories and hundreds of sub-categories.


Language Expert                                                                                         *05/2012 – 07/2012*
- Improved linguistic aspects of Microsoft text to speech applications, implemented solutions with engineers.

**Knigge Akademie** *Beijing, China*                                                         *12/2011 – 05/2012*

Etiquette Trainer / Marketing Consultant
- Approached potential clients, wrote up course proposals, met with clients to discuss course details.
- Prepared for and taught 4 different classes on Western and Chinese business etiquette for 10 clients.
- Obtained official government certificate to teach business etiquette.

# PART-TIME

**TransN** *Wells, UK (Worked Remotely)*

Chinese-English Translator                                                                          *01-2019 – 04/2019*
- Translated in-game content for a well-known Japanese RPG

**Taobao** *Beijing, China*

English Consultant                                                                                      *02/2017 – 04/2017*
- Supplied English subtitles and completed 10 entry forms for Taobao's 2017 Cannes Advertising festival submission.

**Envisionx (Beijing) Media Technology Ltd** *Chaoyang, Beijing, China*

Global Technical Operations Manager                                                           *2/2016 – 2/2017*
- Searched for potential investors through collaboration with the CBBC.
- Registered China Partner Company, including corporate bank account, corporate tax, Social security and website.

- Liaised with consulting accountant.
- Held face to face meetings with potential clients.
- Approved incoming creatives
- Communicated with clients with regards to problem creatives.
- Monitored 10 client's total traffic and offered support upon any noticeable decrease.

**LeTV** *Beijing, China*

Translator                                                                         *08-2016 – 12/2016*
- Translated subtitles from Chinese to English for 49 episodes of "Return of Happiness" for LeTV's English media platform.

**Rainbow House English Club** *Beijing, China*

English Instructor                                                          *10/2011- 09/2012*
- Taught hundreds of beginner to expert English classes to hundreds of adults starting from 18 years old.

**Burrington Inn** *Burrington, England*

Barman/Waiter/Cashier                                                  *2/2006 - 8/2006*
- Worked at front of house, greeting customers, taking orders and operating the cash machine.
- Worked the bar taking orders and pouring drinks for customers.

**Langford Inn** *Langford, England*

Barman/Waiter                                                               *1/2005 - 4/2005*
- Worked the bar, operated cash machine, took food orders and delivered them to customers tables.
- Locked up at end of night, making sure the pub was clean and tidy for the next day.

**Coombe Lodge** *Burrington Coombe, England*

Waiter*/front of house*                                                  *6/2004 - 12/2005*
- Took orders from customers, brought food to tables, greeted guests on their arrival.


## INTERNSHIPS

**Baltimore Finance** *Worked remotely*

Financial Analyst                                                           *08/2011 – 10/2011*
- Produced 3 price forecasts for gold for researchers to analyze and give feedback.

**U.N. World Peace Foundation, International Chamber of Commerce Union** *Shanghai, China*

England Chief Student Representative                              *10/2010*
- Represented Great Britain at the DEVNET International Creative and Innovative Industries Expo.
- Met and conversed with dozens of Chinese companies and organizations in an ambassadorial capacity.