

Penelope Cheng Mun LOK

Personal Summary

A caring and enthusiastic tutor, Penelope has been tutoring students ranging from K1 – S3 since her first year at the university, whilst motivating them to develop their skills, knowledge and confidence.

Due to her work, Alison has developed strong work ethics, effective communication skills, strong interpersonal skills, attention to details and the ability to work collaboratively. As a volunteer, she has worked with people with intellectual/physical/psychiatric disabilities and autism. The skills she has gained from her previous role as a Project Coordinator (Home Affairs Department) will also enable her to organize meaningful co-curricular activities for students.

Eager to help young people discover their unique gifts and realize their potential, Alison is seeking a position as an Assistant Teacher. She is confident that she can lead students by example and inculcate a strong sense of community involvement in them whilst imparting curriculum knowledge.

Academic Qualifications

The ABC University of Hong Kong 20XX – 20XX
Bachelor of Business Administration (Marketing and Management of International Business), Honours Degree, Second Class

ABC University, Tokyo 20XX – 20XX
University Exchange Programme

Career History

PRIVATE TUTOR 20XX - Present

Responsible for planning and delivering lessons that have clear teaching objectives and learning outcomes for K1 – S3 students. Also prepares resources that are effective in helping students clarify concepts, consolidate learning and enhance understanding.

- Specializes in all subject areas for Primary 1 – 6 students.
- Specializes in Secondary 1 - 3 Mathematics and Secondary 1 – 2 Chinese.
- Practices differentiated learning by customizing lessons that caters specifically to the age groups and abilities of students.
- Dramatizes stories to create interest in reading for Kindergarten 1 – 3 students.
- Communicates with parents on a monthly basis to give them updates on about students' progress.

Home Affairs Department
PROJECT COORDINATOR 20XX – 20XX

Responsible for organizing, coordinating and implementing large-scale district events and community activities.

- Participated in program planning, logistic and publicity of activities such as orchestra concerts and *poon choi* feasts for the elderly, etc.
- Provided administrative support to District Management Team by preparing post-event reports, taking minutes during meetings, etc.
- Assisted in the implementation of District Management Work Projects by obtaining price quotations and preparing financial reports.
- Provided guidance to part-time staff new to the Home Affairs Department.

CONTACT DETAILS

Telephone: +852 XXXX XXXX

Email: name@gmail.com

KEY COMPETENCIES

Teaching skills:

- Keeps students focused by creating interesting lessons.
- Uses homework to consolidate and extend learning.
- Encourages students to take ownership of learning.
- Coaches and mentors students.
- Monitors and evaluates students' learning.
- Uses appropriate assessment to test for understanding.
- Trigger students to ask the right questions.

Professional skills:

- Provides constant feedback to parents.
- Accurately assesses the needs of individual students.
- Possesses strategies for motivating and inspiring students.
- Awareness of child protection issues.
- Able to work independently or collaboratively in a team.
- Willingness to participate fully and share responsibility.
- Carries out administrative duties effectively and efficiently.
- Resolves issues with sensitivity and tact.

Personal skills:

- Communicates effectively with people from diverse backgrounds.
- Strong organizational skills.
- Resourceful and able to generate innovative ideas.
- Resilient and handles stress well.
- Determination to make a difference to people's lives through active community involvement.
- Global mindset and cultural sensitivity.

IT skills:

- MS Office (PowerPoint, Word, Excel and Outlook)
- Typing – English: 40 wpm
- Typing – Chinese: 30 wpm

ABC Limited

ASSISTANT HUMAN RESOURCES OFFICER

20XX – 20XX

Responsible for handling full spectrum of HR functions.

- Assisted in the recruitment and selection of staff such as accounts, QC managers, executive assistants, drivers, etc.
- Handled monthly payroll and final payments.
- Prepared 2 HR reports very month.
- Maintained staff information and ensured record accuracy in the HR information system.

ABC Management Services Limited

SUMMER INTERN

Jul 20XX - Aug 20XX

Responsible for maintaining efficient filing systems and providing clerical support to managers by preparing reports.

ABC Community Intern Program (organized by ABC Bank Hong Kong and the Hong Kong Council of Social Services)

STUDENT INTERN, PR Department of ABC Society

20XX – 20XX

Responsible for interviewing service users and their families and maintaining customer relations and

- Conducted interviews with service users (with intellectual/physical/psychiatric disabilities and autism) and their families.
- Approached and appealed to organizations to place donation boxes and leaflets at their organizations to raise funds.
- Maintained customer service relations by creating awareness for the physically, intellectually and psychologically disabled.
- Participated in various activities organized for service users such as cookie baking classes.

Highlights of Co-curricular Activities and Community Involvement**Rotaract Club of New Asia College, ABC University**

INTERNATIONAL SERVICE DIRECTOR

20XX – 20XX

Responsible for organizing club activities such as camps, volunteer activities, high table dinners, service trip to Cambodia and summer exchange program to ABC University in China.

- Approached NGO for assistance for a service trip to Cambodia.
- Organized fund-raising activities for the Cambodian service trip.
- Carried out interviews and selected participants for the trip.

Interact Club, ABC University

COMMITTEE MEMBER

20XX – 20XX

Responsible for organizing volunteer programs for exchange students, coordinating with NGOs, and organizing activities for primary school students.

ABC Society

Volunteer

20XX - Present

Provided assistance and support in events such as the Best Buddies Hong Kong Movement Electric Competition, territorial-wide flag days and charity walkathons.

CO-CURRICULAR ACTIVITIES

- International Service Director, Rotaract Club of New Asia College, ABC University (20XX – 20XX)
- Committee member, Interact Club, ABC University (20XX – 20XX)

COMMUNITY INVOLVEMENT

- Volunteer, ABC Society (non-profit organization) (20XX - present)

AWARDS AND ACCOLADES

- ABC International Exchange Scholarship (20XX)
- Silver Award of the Hong Kong Award for Young People (20XX)
- Level 2 Award of the Community Youth Club (20XX)
- Bronze Award for Volunteer Service (20XX, 20XX)

LANGUAGE PROFICIENCY

- English: full professional proficiency
- Cantonese: native proficiency
- Chinese (Putonghua): professional working proficiency
- Japanese: limited working proficiency – attained N2 certificate in Japanese Language Proficiency Test (JLPT) in 20XX

REFERENCES

Available upon request

AVIALABILITY

Immediate