

Penelope Cheng Mun Lok

Tel: (852) XXXX XXXX E-mail: name@gmail.com

## **EDUCATION**

The ABC University of Hong Kong (20XX- 20XX)

B.B.A. (Marketing and Management of International Business, 2nd Class Honor)

Exchange study: ABC University, Japan (Full year, 20XX-20XX)

## **EXPERIENCE**

PRIVATE TUTOR (20XX-present)

- To prepare lesson plans and activities for class based upon the ages and capabilities of individual students

- To communicate with parents on a regular basis about students study progress

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PROJECT COORDINATOR, Home Affairs Department (April 20XX–April 20XX)

- To organize, coordinate and implement large-scale district events and community activities, including programme planning, logistics and publicity work

- To provide administrative support to District Management Team

- To assist the implementation of District Management Work Projects

- To provide secretarial and logistic support

ASSISTANT HUMAN RESOURCES OFFICER, ABC Limited (July 20XX-March 20XX)

Handle full spectrum of HR functions including:

- Recruitment and selection

- To handle monthly payroll and final payment

- To prepare HR reports

- To maintain staff information and record accuracy in the HR Information System

SUMMER INTERN, ABC Management Services Limited (July 20XX–August 20XX)

- To maintain efficient document filing systems

- To provide secretarial and clerical support to managers

STUDENT INTERN, ABC Bank Hong Kong (April 20XX-June 20XX)

- To interview service users and participate in press release

- To assist in building positive public image and maintain customer relationships

## **EXTRA CURRICULAR ACTIVITIES**

INTERNATIONAL SERVICE DIRECTOR, Rotaract Club of New Asia College ABC University (20XX-20XX)

- To organize club activities e.g. interflow camp, volunteer activities, high table dinner, Cambodian service trip and ABC University Summer Exchange Program in China.

COMMITTEE MEMBER, Interact Club of ABC University (20XX-20XX)

- To organize volunteer activities for exchange students

## **VOLUNTEER**

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

## **AWARDS**

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

## **LANGUAGES**

Native speaker of Cantonese, Fluency in spoken and written English

Certificate of Japanese Language Proficiency in N2 (2014)

Certificate in Putonghua for Native Chinese Speakers (20XX)

## **COMPUTER SKILLS**

MS Office (PowerPoint, Word, Excel, and Outlook)

English Typing: 40 wpm Chinese Typing: 30 wpm

Availability: Immediate