

Sample of Resume – Industries and Jobs (Marketing and Public Relations)

Job Title: Public Relations Assistant

Name: Chan Tai Man

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PROFILE

I completed the Postgraduate Diploma in Public Relations and Corporate Communication in HKU School of Professional and Continuing Education. I have a good understanding about public relations skills and the working structure of corporate communication. I am willing to try new things and love to communicate with others, so I often participate in different activities, such as product exchange meetings, leadership training activities, etc. I used to work in an event planning company. I have a basic understanding of public relations and am able to report duty with immediate effect.

WORK EXPERIENCE

2019 – 2020

Part-time Event Assistant – ABC Event Planning Company

- General clerical work
- To prepare the documents for the budget of the events
- To prepare the resources before the event day
- To arrange manpower allocation of the events

EDUCATION

2018 – 2020

HKU School of Professional and Continuing Education –

Postgraduate Diploma in Public Relations and Corporate Communication

2012 – 2018

Hong Kong Secondary School

HKDSE: Chinese Language 2, English Language 2, Mathematic 2, Liberal Studies 2

PERSONAL SKILLS

Proficient in Cantonese, fluent in English and Mandarin

MS Office (Word, Excel, PPT, Publisher, Access and Outlook)