

Lee Yuen Ling, Bell
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Education

- **University of London (International Programme)** **2016 –2019**
 - Bachelor of Laws (Part-time model) **(Expected)**

- **The Open University of Hong Kong** **2012 – 2016**
 - Bachelor of Social Sciences with Honours in Politics and Public Administration
Second Class Honours, Upper Division

- **Tin Ka Ping Secondary School** **2012**
 - Form 1 – Form 6
 - Hong Kong Diploma of Secondary Education Examination (HKDSE)

Work Experience

- **Sit, Fung, Kwong & Shum, Solicitors** **Jun 2016 – Present**

Legal secretary

 - Handling legal correspondence to clients
 - Formatting and preparing court documents
 - Assisting in account opening, billing, and expenses claims
 - Scheduling appointments and managing travel arrangements
 - Performing audio-typing

- **Hong Kong Tourism Board** **Sep 2015 – May 2016**

Part-time Assistant – Quality Tourism Services (QTS)

 - Provided database support, maintain merchant’s profile and prepare reports for monitoring various QTS programmes
 - Provided support on data input & vet the merchants’ information by verifying the website / PartnerNet / mobile and collaterals etc.
 - Prepared merchant highlights for promoting Hong Kong quality services to Mainland China

- **Hong Kong Tourism Board** **May – Aug 2015**

Assistant – Trade Development

 - Assisted in “Hong Kong Summer Fun”, one of the biggest projects of HKTB in 2015 –
 - Handled enquiries and coordinating the program logistics
 - Initiated and conducting a report of the operation of Hong Kong

Summer Fun for more than 100 retails and dining merchants

➤ **Shift Media Group Limited – Groupon**

Sep 2014 – Apr 2015

Part-time Data Entry Clerk (Logistics department)

- Performed data input and document filing
- Generated daily reports for logistics arrangement
- Proof-read advertised deals on website

Professions

- LCCI Level 2 Bookkeeping and Accounting – Pass with Distinction (assessed in 2011)

Language and Skills

➤ Languages:

- | | |
|-----------------------|-----------------------------------------|
| - Native Cantonese | - Moderate Japanese : Japanese Language |
| - Proficient English | Proficient Test Level 2 (2013) |
| - Proficient Mandarin | - Basic German |

➤ Computer skills:

- Proficient PC knowledge in Microsoft Outlook, Word, Excel (VLOOKUP, Pivot table etc.), PowerPoint
- Chinese and English word Processing

Current Salary

HKD 12,000/ month

Expected Salary

HKD 14,000 – 15,000/ month, negotiable

Availability

1 June 2017