

Resume

Name: Yeung Wang Tat (楊宏達)

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Working Experience

02/2016 – 04/2016	Intertrust Hong Kong Limited
	Position: Company Secretarial Assistant
	<p>Responsible for:-</p> <ul style="list-style-type: none">*Prepare forms and minutes for companies to comply with the legal requirements*Update Registers for companies*Prepare documents for incorporation/deregistration/liquidation of a company*Liaise with various parties on behalf of the company*Reporting to customers

02/2015 – 02/2016	Citco Hong Kong Limited
	Position: Junior Company Secretarial Officer
	<p>Responsible for:-</p> <ul style="list-style-type: none">*Prepare forms and minutes for companies to comply

	<p>with the legal requirements</p> <ul style="list-style-type: none"> *Update Registers for companies *Prepare documents for incorporation/deregistration/liquidation of a company *Liaise with various parties on behalf of the company *Reporting to customers
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10/2014 – 01/2015	Epiq Systems, Limited
	Position: Document Reviewer
	<p>Responsible for:-</p> <ul style="list-style-type: none"> *Perform document reviewing (pre-trial)

05/2014 – 07/2014	Barron & Young Intellectual Property Limited
04/2012 – 10/2013	Position: IP Executive
	<p>Responsible for:-</p> <ul style="list-style-type: none"> *Draft legal documents for Hong Kong Trademark, Standard Patent or Short-term Patent applications (E.g. Application forms, drawings, specification...etc.) *Prepare response to Hong Kong office actions *Draft legal documents for U.S. Trademark, Patent and Provisional Patent applications (E.g. Transmittal for new applications, Application Data Sheets...etc.) *Prepare response to U.S. final or non-final office

	<p>actions</p> <ul style="list-style-type: none"> *Liaise with foreign agents to track the application status in other countries *Reporting application status to customers
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03/2010 – 04/2012	Mayer Brown JSM
	Position: Real Estate Assistant
	<p>Responsible for:-</p> <ul style="list-style-type: none"> *Draft legal documents in respect of conveyancing (E.g. Agreements for sale and purchase, Mortgages, Releases...etc.) *Draft legal documents in respect of Tenancy *Negotiating with other parties in respect of the terms of the Agreements for sale and purchase or Tenancy agreements *Explain to clients the obligations and consequences before execution of the Agreement for sale and purchase *Answering customers enquires

07/2009 – 02/2010	Tam & Partners, Solicitors
	Position: Legal Executive Trainee

	<p>Responsible for:-</p> <ul style="list-style-type: none">*Draft legal documents in respect of conveyancing (E.g. Agreements for sale and purchase, Mortgages, Releases...etc.)*Negotiating with other parties in respect of the terms of the Agreements for sale and purchase*Answering customers enquires
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Education

09/2011 – 02/2014	City University of Hong Kong *Master of Arts in Language Studies
09/2009 – 06/2011	University of Wolverhampton *Bachelor of Arts (Hons) in Business and Law
09/2006 – 06/2009	Hong Kong Institute of Vocational Education *Higher Diploma in legal and administrative studies
09/2001 – 06/2006	Pentecostal Lam Hon Kwong School *Form 5 graduated