

Lau Pui Sheung, Sheyla

Address: Flat 1103, 11/F, Yat Sin House, Upper Wong Tai Sin Estate, Kowloon, HK

Contact number: 6462 9681

E-mail: sheylalaups@gmail.com

Education

- 2012 - 2015 **City University of Hong Kong**
Major: Translation and Interpretation
Minor: Spanish Studies
- 2005 - 2012 **Po Leung Kuk No.1 W.H. Cheung College**

HKALE results: Chin. History (B), Chinese Language & Culture (C), Use of English (C)

HKCEE results: Chin. Language (5, equivalent to B), Eng. Language (4, equivalent to C),
Mathematics (C), Principle of Accounts (C), Chin. History (C), Geography (C),
Economics (C)

Work Experience

- Aug 2015 – Present **KCLG Corporate Consulting Limited, Company Secretarial Trainee**
Prepared company secretarial documents
Ensured clients complying with company law
- Sept 2014 – Nov 2014 **Pilot Publishing Company Ltd., Freelance translator**
Translated teaching materials for Business subjects
- Jun 2014 – Aug 2014 **Pilot Publishing Company Ltd., Editorial Assistant**
Produced teaching materials
- Jun 2011 – Aug 2011 **Hong Kong Population Census, Enumerator**
Obtained data through field visits
Verified census data

Extra-Curricular Activities

- 2011 - 2012 Secretary, Chinese Verse Speaking Club, Po Leung Kuk No.1 W.H. Cheung College
- 2010 - 2011 Participant, the HKIAAT Accounting and Business Management Case Competition 2010,
Hong Kong Institute of Accredited Accounting Technicians Limited
- 2005 – 2008 Member, Red Cross, YU64

Skills and Interests

- Language: Cantonese (Native), English (Fluent), Mandarin (Fluent), Japanese (Fair), Spanish
 (Elementary)
- Computer: Microsoft Office, CSA
- Typing: Chinese 40 wpm, English 45 wpm
- Availability: **One-month notification**
- Current Salary: \$13,200
- Expected Salary: \$16,000