Sze Ki Cheng (Angel)

647-764-0242
angelchengszeki@gmail.com
https://angelchengsk.github.io/Portfolio/

A self-taught Front End Developer focus on using HTML, CSS, and JavaScript to create websites that deliver exceptional user experiences. Adept at contributing to a highly collaborative, highly dynamic work environment with excellent problem-solving skills.

SKILLS

- HTML
- CSS
- JavaScript
- Web Development
- Responsive UI/UX Design
- Wix

EDUCATION

Software and Information Systems Testing (Co-op)   Jan 2022 – Present
Graduate Certificate
Fanshawe College, London, ON
- Studying the fundamentals of Coding for Test, Test Methodologies, Automated Test Tools, and Applied Project Management
- Experience in writing automated test scripts using Java and Selenium
- Experience in collecting and analyzing data, designing and prioritizing test protocols, developing test cases, evaluating procedures, and creating test plans and incident reports

Bachelor of Business Administration (Honours)   Sep 2014 – Jun 2018
Degree
The Hang Seng University of Hong Kong, Hong Kong, China
- Studied the fundaments of Financial Management, Financial Computing, Mathematics and Statistics, Critical Thinking, and Business Communication
- GPA of 3.23

EXPERIENCE

Secretary
LWK & Partners (HK) Ltd, Hong Kong, China   Sept 2019 – Dec 2021
- Coordinated the implementation of a new information system
- Maintained liaison between the Director and his team of over 50 people
- Handled confidential correspondence, construction drawings, and personnel files

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- Maintained the accuracy of the project information management system
- Assist Director to monitor the contract status and project progress

Administrative Executive   Jul 2018 – Jul 2019
Excel Media Group Limited, Hong Kong, China
- Maintained vast customer databases, including data cleansing
- Collaborated with multi-national colleagues from business development teams in relation to high-value projects
- Managed event logistics, assisted in event set-up, greeted delegates and speakers, and coordinated with internal and external parties to ensure the smooth operation of conferences and business events
- Prepared and checked proposals, tenders, and contracts
- Translated and proofread marketing materials and magazine articles

Intern   May – Aug 2017
Elements World, New Zealand
- Managed company website using Wix and developed bilingual website
- Prepared surveys and compiled survey data into reports to understand customer preferences
- Conducted market research for new product development