Resume

**Personal Details**

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| Name: | Lau Wai Sze, Daisy | | | | |  |
| Date of Birth: | 27 October 1991 (Single) | | | | |
| Nationality: | Chinese | | | | |
| Gender: | Female | | | | |
| Height / Weight: | 161 | cm | / | 45 | kg |
| Telephone no.: | (H): 3528 7784 | | (M): 6130 6206 | | |
| Email address: | lws\_scsg@yahoo.com.hk | | | | |
| Residential address: | Room 1942, 19/F, On Lam House, Tsui Lam Estate, TKO, NT | | | | |
| Able to: | Travel / Station in China / Overseas | | | | |

**Education Background**

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| Sep' 2017 onward | Manchester Metropolitan University  CPE of England & Wales |
| 2010 – 2014 | The Open University of Hong Kong  BSScH in Psychology (2nd Hon) |
| 2008 - 2010 | Ning Po College  F.7 Graduated (Passed in HKALE) Chinese and Culture (B), Use of English (E), History (C),  Chinese Literature (D) |
| 2003 – 2008 | St Catherine School for Girls K.T.  F.5 Graduated (Passed in HKCEE)  Chinese (C), English (D),  Mathematics (D), Chinese Literature (C), Chinese History (D), History (D),  C.I.T (D), Geography (E) |

**Qualification**

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| July 2013 | CRE  Use of English (Level 2)  Aptitude Test (Pass)  Basic Law Test (Pass) |

**Working Experience**

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| Apr 2015 –  Now | Clifford Chance  **As a** Legal Administrative Coordinator   |  |  | | --- | --- | | Nature: | Legal Service (Full-time)  (Size: >100) | | Duties: | * Coordinate the post-closing process for both the aviation team and shipping team (in the Asset Finance Department) including working with internal business associates and trainees to complete the post-closing transaction work and assist in obtaining authorized signatures to all original documents including but not limited to Loan Agreements, Facility Agreements and Warranties Agreements. * Review and verify all executed contracts (cross jurisdiction) to ensure all information and terms are accurate. * Consistently maintain transaction database, files, correspondences and records, reorganize and collate original and electronic documents. * Work closely with clients and coordinate with internal colleagues in order to provide an overview of the transaction file status to the transaction manager. * Prepare bible index for clients, which are e-bibles containing large volumes of documents related to the corresponding legal transactions. * Work under remote supervision from supervisor who based in Tokyo. Independently and fully manage post-closing work right after the deal is being closed until post-closing work is completed. * Translate documents from Chinese to English for consultants. | |
| Mar 2014 –  Apr 2015 | Stephenson Harwood  **As a** Company Secretarial Assistant   |  |  | | --- | --- | | Nature: | Legal Service (Full-time)  (Size: >100) | | Duties: | * Assist Company Secretary on company secretarial work including but not limited in drafting legal documents (e.g. Annual Returns, Board Resolutions and Memorandum and Articles of Associations) and communicating with clients in order to deal with their enquiries (e.g. change of directors and shares). * Assist in providing trustee service for our client in order to manage private funds. * Ad-hoc work and administrative work including but not limited in organizing electronic and corporate bundles. * Simple accounting and prepare bills. * Simple translation from Chinese to English and from English to Chinese. | |
| Aug 2013 –  Mar 2014 | Stephen Lo & Assoicates Ltd.  **As a** Part-time Junior Secretary (Company Secretarial work included)   |  |  | | --- | --- | | Nature: | Legal Service (Part-time)  (Size: 2) | | Duties: | * Assist employer in Office (Provide all kind of Clerical support including but not limited in drafting legal documents/prepared government forms, Customer Service provided to clients, Store room management, Account management, Answer enquiries or calls, etc) and work as employer requested. | |

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| June 2012 –  Dec 2012 | The Hong Kong and China Gas Company Ltd.  **As a** Part-time Corporate Communication Assistant   |  |  | | --- | --- | | Nature: | June 2012-Aug 2012 work as Industrial Trainee by internship program  Then extended contract from Sep 2012-Dec 2012  (Size: >300 in HK; >200 in China) | | Duties: | * Clerk duties including filing and coping * Help in setting up and holding events (esp. 150th celebrating events – Exhibition, cocktail party) * Assist to manager when emergency (Discontinue gas supply at Tai Po at June 2013) * Provide customer service * Some basic accounting work * Store room management | |
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| April 2010 –  March 2011 | Mustard Seed Services Ltd.  As a Part-time Event Helper   |  |  | | --- | --- | | Nature: | (Size : 20) | | Markets: | Asia | | Duties: | * Help in setting up the event * Make sure the event run smoothly * Call and remind members who have join the event | |  | | |
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**Awards**

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| 2008 –2009  2006 – 2007  2005-2006 | 第二屆全港中學生「可持續發展」廣播劇創作比賽: 優異獎  St. John Ambulance Brigade Competition For Nursing Cadet Uniform & Equipment 1st Runner-up  St. John Ambulance Brigade Competition For Nursing Cadet Uniform & Equipment 1st Runner-up |

**Activities and Services**

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| 2011-2012 | Internal Secretary (Social Service Team in OUHK) |
| 2011-2012  2010  2008-2009  2008 | Promotion Secretary (Student Psychology Society in OUHK)  Executive committee of Graduation Dinner (Ning Po College)  Committee Member of Chinese Society (Ning Po College)  Executive committee of Graduation Dinner (St. Catherine School for Girls K.T.) |
| 2005-2006 | St. John Ambulance member (St. Catherine School for Girls K.T.) |

**Skills**

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| Languages: | English / Mandarin / Cantonese  (Fluent / Fluent / Native) |
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| Computer Skills: | MS Word, Excel, PowerPoint, Outlook  Macromedia, Photoshop, PhotoImpact, SPSS, CSA |
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| Typing Skills: | Typing Skills: English 40 w/m, Chinese 25 w/m |
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| **Availability:** | One month notice |
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| **Last Salary:** | HK$22,000 / month  (Exclude Double Pay / Bonus / OT Pay / Any Allowance / Any Other Benefits) |
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| **Expected Salary:** | HK$26,000 / month |
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