**Tsang Yin Wai, Vera**  
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**Profile**

* An energetic young professional committed to develop a successful career in the banking and financial industries
* Dedicated in continuous self-improvement through the pursue of higher professional qualifications in the finance and accounting fields (currently undertaking CFA and CPA conversion programmes)
* Pro-active and self-motivated; earned high regard for work dedication and eagerness to learn from former superiors
* Possessed 1+ years of experience in a financial institution

**Work Experience**

Oct 2015 – Feb2017 **FT Life Insurance Company (Asia) Limited – *Business Development Executive***

* Worked as a financial planner to provide financial consulting services to diverse clients
* Volunteered to participate in IFPHK competition and won in the First Round
* Passed in Paper 1,3,4,5 in Insurance Intermediaries Qualifying Examinations (IIQE)
* Awarded the license from Chinese Institute of Certified Financial Planners (CICFP)
* Awarded the titles of Life Insurance Advisor (LIA) and Financial Advisor (FA)

Dec 2014 – Sept 2015 **InnoBiz Limited – *Marketing Executive***

* Worked as a Marketing Executive in this marketing and advertising company to participate in various projects serving the Electrical Mechanical Services Department (EMSD), HKSAR
* Assisted in the production of Voicelink, the Department’s quarterly newsletter; duties included interviewing executives, reporting and editing
* Worked in the other marketing activities including the 60th Anniversary Celebration of the Government Apprentice Training, which was a month-long integrated marketing campaign – created the 60th anniversary video, brochures, and exhibition materials; provided ideas for the graduation ceremony, gala dinner, and the EMSD open day

**Summer Internship Experience**

Jun 2013 – Sept 2013 **Cheung & Yip Law Firm - *Legal Intern***

* Responsible for daily administrative support to solicitors, assisted them in the preparation of legal documents
* Provided secretarial support to solicitors during client meetings
* Managed accounting books and other documents; general clerical work includes filing and document sorting

Jun 2012 – Sept 2012 **Pearson Ltd. - *Editorial Assistant***

* Assisted in the production of textbooks and teaching resources for the department of liberal studies, ranging from primary to secondary school section
* Assisted authors in textbook editing and publishing process
* Compiled relevant materials for textbook, including PowerPoint templates, question banks and legal documents

Jun 2010 – Sept 2010 **Research Manor Company Ltd. - *Market Research Assistant***

* Arranged focus group discussions and followed up on participants’ attendance
* Monitored focus group discussions; prepared summary notes and assisted in result analysis

Jun 2009 – Sept 2009 **Carmeldon Manufacturing Ltd. - *Clerk***

* Carried out basic office work including filing, sorting documents and preparing invoices
* Compiled market reports and did researches on marketing materials related to China diaper manufacturing market

**Education**

**Master of Science in Accounting and Financial Management**, 2013 - 2014  
**Essex Business School, University of Essex, United Kingdom**Concentrations: Finance, Accounting and Banking  
Final Dissertation Focus: Examine regulations after global financial crisis in Hong Kong banking industry

**Bachelor of Science in Marketing and Finance**, 2010 - 2013  
**Essex Business School, University of Essex, United Kingdom**Concentrations: Finance, Accounting and Marketing

**Bedford High School for Girls, United Kingdom**GCE A-Levels 2008 - 2010

Courses include: Mathematics, Business Studies, Economics

**St. Paul’s School (Lam Tin), Hong Kong**HKCEE, 2003 – 2008

**Other qualifications**

* **HKICPA**Attending **Kaplan QP Conversion Programme** working towards **QP & FE**
* **CFA**Enrolled in **Level 1 Examination** scheduled in **Dec 2017**
* **The Putonghua Proficiency Test** organised by **the State Language Commission of China**Achieved Grade 3 Level A
* **International English Language Testing System (IELTS)**Scored 7

**Extra-curricular Activities**

* **ABRSM-Piano** Grade 7
* **ABRSM-Vocal** Grade 5
* **ABRSM-Theory** Grade 5
* **University of Essex, UK**Language courses for Spanish and French – Beginner Level
* **Bedford High School for Girls, UK**Judo team member (2008-2010) – Yellow Belt  
  Member of International Students Forum (2008-2010) – Contributed articles to school newspaper regularly, organized festival activities in school  
  Member of Choral Society (2008-2010) – Performed in regular events and in-school concerts
* **St Paul’s School (Lam Tin)**Swimming Team member (2003-2005)  
  Member of Catholic Society (2003-2008) – Organized and participated in voluntary works
* **Outward Bound School of Hong Kong**Attended 3 different courses in 2000, 2001 & 2004 respectively
* **Scout**Patrol Leader (2006-2008); Assistant Patrol Leader (2002-2006)