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MAK LOK YI, CANDICE

OBJECTIVE

Seeking a Production Assistant position where I can utilize my immigration knowledge, excellent communication skills, my social media operating experience, and my passion for digital media industry.

PROFESSIONAL EXPERIENCE

FRIENDS INTERNATIONAL IMMIGRATION CONSULTANT

July 2020 - Present

Immigration Consultant

- Provide immigration consulting service to potential customers
- Achieve the company sales target
- Assist in operating social media site
- Produce Youtube videos as host, script writer, researcher and software technician
- Develop company website by using Wix
- Apply government subsidies

MRS COOKY

November 2019 - May 2020

Sales & Marketing Manager (Partnership)

- Explore new business opportunities through sales & marketing activities, online promotion and customer visits
- Help and achieve the company sales target and marketing objectives by online & offline
- Operating social media site and creating videos for online promotion
- Developing and maintaining good relationships with key business partners
- Research and Identify business trends with a view to developing new services and products that will lead to an increase in sales
- Successfully found customers and sponsors to achieve sales targets
- Highly increased social media engagement to achieve marketing goals

MEINHARDT INFRASTRUCTURE AND ENVIRONMENT LIMITED

August 2018 - October 2019

Graduate Engineer

- Data Analysis · Report Writing
 - Communication with clients to meet their requirements
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PENTA-OCEAN CONSTRUCTION COMPANY LIMITED

October 2017 - August 2018

Graduate Engineer

- Data Analysis
- Organizing site inspection for government Inspectors

VEEKO

April 2013 - August 2013

Sales

- Maximizing sales to meet sales target
- Providing excellent customer service to shop customers
- Promoting the shop and its products at every opportunity

EDUCATION**THE CITY UNIVERSITY OF HONG KONG | 2017**

Bachelor of Engineering in Civil and Structural Engineering

Related Courses:

Interpersonal Skills and Positive Personal Development | Grade A

Integrated Building Project Development | Grade A+

THE CITY UNIVERSITY OF HONG KONG | 2015

Associate of Science in Construction Engineering and Management

**RELATED
EXPERIENCE****SINGAPORE IMMIGRATION EXPERIENCE**

- Hong Kong Scholarships, Ministry of Education, Singapore
- Family Immigration (Employment Pass)

TRAVEL HISTORY

- Asia: Singapore, Taiwan, Japan
- Europe: England, Netherlands, Spain, Italy, Germany

SKILLS

LCCI Level 2 (Book-Keeping & Accounting), Microsoft Excel, VBA (programming), Microsoft Word, Microsoft PowerPoint, VLLO, Movie Maker, Google Analytics, Facebook Page Insights, Web development (Wix, HTML5)

LANGUAGES

- English (fluent); Cantonese (fluent); Mandarin (fluent)

AVAILABILITY

- Full-time: One month of notice is required
 - Part-time: Immediate
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