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## WORK EXPERIENCE

Project Support Officer

Hong Kong Telecommunications Limited (HKT), Nov 2013 – Jul 2021

- Communicating daily with external and internal parties to ensure project successful by emails and calls.
- Oversaw the policies and procedures are in alignment with operational needs and in compliance with labor regulations.
- Handled full spectrum of administrative support in a team with 40+ staffs.
- Managed over 50+ invoicing, general expenses claims and other office financial tasks for hitting monthly requirement.
- Responsible to support the monthly strategy presentations with Project Managers.

## EDUCATION

Diploma in IT Programming

Nova Scotia Community College, Annapolis Valley Campus, Sep 7, 2021 – present

Bachelor of Art in Applied and Media Art

The Hong Kong Polytechnic University School of Professional Education And Executive Development,  
Hong Kong, Sep 2013 – Sep 2015

## VOLUNTEER EXPERIENCES

International Student Ambassador

Nova Scotia Community College 09/2021 – 12/2021

Achievements: Hosted information webinar about student permit and Post-Graduation Work Permit for international students in Nova Scotia Community College.

## TECHINICAL SKILL

Python, Java, html, CSS, java-script, MySQL, Git, Microsoft Office 365

## LANGUAGE

English (Fluent)

Cantonese (Fluent)