

# June Man

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Email: [ktmanjune@gmail.com](mailto:ktmanjune@gmail.com)

Portfolio: <https://ktmanjune.com/>

LinkedIn: <https://www.linkedin.com/in/ka-tin-june-man-394331194>

## Education

### **DIPLOMA | IT PROGRAMMING | 2021 – 2023**

- Nova Scotia Community College

### **BACHELOR OF ARTS | APPLIED AND MEDIA ART | 2013 – 2015**

- The Hong Kong Polytechnic University School of Professional Education and Executive Development

## Skills & Abilities

### **PROGRAMMING**

- Languages: JavaScript / Java / C# / C++ / Python
- Framework and Libraries: jQuery / Bootstrap / React.js
- Database: MySQL
- System Analysis and testing: Function Point Analysis / Unit Test / UI Test
- IDE and Tools: PyCharm / IntelliJ IDEA / Visual Studio Code / Android Studio / Git / GitHub
- Cloud Platform: Microsoft Azure

### **PROJECT MANAGEMENT**

- Unified Modeling Language (UML) / Agile methodology

### **BILINGUAL**

English / Cantonese

## Career Experience

### **WEB DEVELOPER INTERNSHIP | NTMK SOFTWARE DEVELOPMENT & CONSULTING INC | APR 2022- MAY 2022**

- Worked with the senior developer, developed a new web application for the of the company's critical clients by diagnosed the needs of their company, helping them improve their productivity by an average of 12%.
- Optimized the client's site's usability and accessibility by using JavaScript and the React.js framework, increasing user experience scores by 55%.
- Prototyped an average of 3+ new product features per month for the clients.
- Completed a five – weeks internship with NTMK web development limited, complimented by the mentor for resourcefulness and attention to detail.

**PROJECT SUPPORT OFFICER | HONG KONG TELECOMMUNICATIONS LIMITED (HKT) |  
FEB 2017 – JUL 2021**

- Coordinated tender proposal for a \$10 million HKD profit project, proofed and edited the narratives provided by the division head, generally ensured entire finished product conformed to the specific guidelines.
- Checked each supplier's order payment with excel data sheet and discovered the payment computation flaw, saved over \$10K annually.
- Worked with vendors and suppliers to managed 4 +projects and tasks at a given time while under pressure to meet weekly deadline while performing general office administration duties.
- Cut cost by 20% and improved workplace efficiency in office supplies after negotiating a new deal with the current supplier.

**ASSISTANT PROJECT OFFICER | HONG KONG TELECOMMUNICATIONS LIMITED (HKT) |  
NOV 2013 – JAN 2017**

- Commended for creating the in-house newsletter to communicate Assistant Vice President's vision. Reduced email back-and-forth by 10%.
- Developed printing policies to reduce the monthly printing cost by 20%.
- Managed correspondence, reports, and schedule with MS Office. Slashed clerical errors 25% and decreased rework by 20%.

**Achievement and Award**

**WHAT'S YOUR CHALLENGE | NSCC WITH RBC | MAR - 2022**

- Competition group project, complete a challenge from one of the sponsors – RBC, promoted to create an online tech-savvy team to support remote work and online interviews, and received a second-place win.

**NSCC STUDENT AWARD - JASON CONNELL MEMORIAL AWARD | NSCC | FALL 2022**

- For the student who have good academic standing, commitment, and passion for career in IT Programming.

**Volunteer Experience**

**NSCC INTERNATIONAL STUDENT AMBASSADOR (ISA) PROGRAM | NSCC | SEP 2021 – JAN 2022**

- Organized 2+ webinars per month to assist 100+ international students in NSCC.