# June Man

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## 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

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## SKILLS

- Object Oriented Programming using Java
- Logic and Programming using Python
- MySQL
- Esri Experience Builder
- Linux Operating Systems
- Data Fundamentals
- Networking and Security
- Function Point Analysis
- Functional UI Testing
- Git and GitHub
- Website Development using JavaScript, HTML and CSS

## SCHOOL PROJECTS

- Database design for specific scenario
- Developed website using JavaScript, HTML and CSS
- Create web application using Esri Experience Builder
- Create a 2D game using Python
- Activity, Class, Sequence and Use Case Diagram
- Function Point Analysis for web application
- Code Review for others
- UI Test for Java GUI
- Create projectile amination using Java
- Create 3D model animation, control by GUI using Java
- Create Review Comment Management Application using Java

## JOB EXPERIENCE

**Project Support Officer,** Hong Kong Telecommunications Limited (HKT)
**Hong Kong special Administrative Region (HKSAR)** Nov 2013 – Jul 2021

`Microsoft Office 365/ Multi-tasks/ written and oral communication/ customer service`

- Communicating daily with external and internal parties to ensure project's success 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+ staff.
- 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.

## SIDE PROJECTS AND VOLUNTEER EXPERIENCE

**What's your challenge** Mar 2022
`Teamwork/ Time-management/ presentation skill/ video editing`
Competition group project, complete a challenge from one of the sponsors – RBC and received a second-place win, provided a proposal to leverage digital technology and the importance of diversity and inclusion to innovate a solution that promotes growth in a hybrid workspace.

**COGS Cafeteria and Catering Management System** Mar 2022 - current
`UI design with JavaScript, HTML and CSS/ Python/ Flask/ MySQL`
Personal side project, building a web application for COGS cafeteria and catering to manage their product and order.

**NSCC International Student Ambassador (ISA) program** Sep 2021 – Jan 2022
`Online webinar/ Public speaking/ written and oral communication`
Volunteer, organize webinars to assist over a hundred international students in NSCC and receive positive feedback from students.