

JUSTIN PONG

WEB DEVELOPER

DETAILS

PHONE

852-60909218

EMAIL

Justinpong0416@gmail.com

LINKS

[Github](#)

[Portfolio](#)

SKILLS

HTML

CSS

JavaScript

React Js

Git

Object Oriented
Programming

V A S K

Values : Achievement,
Ability utilisation

Attitudes : Life-long
learning, Humble

Skills : Active learning
Skills,
Computer skills

Knowledge : Knowledge
related to Administration,
Management and Clerical

EMPLOYMENT HISTORY

Clerk (Internship), Premier (Hong Kong) Group Company Limited

Jul 2017 — Aug 2017

Perform a variety of clerical and administrative duties such as answering the telephone, typing documents, filing, and liaising with clients.

Contractor's Labour Officer, Welcome Construction Company Limited

Aug 2021 — Nov 2021

Briefing and register entrance system for new workers

*Collect and handle all necessary documents of all site personnel from
sub-contractors*

Submit monthly reports and records to Consultant

Regular site visit with LRO

HR and Admin related duties

EDUCATION

Secondary School, Cognitio College (HK)

Sep 2009 — Sep 2015

Diploma Yi Jin Fundamental Building Design and Construction Management, Hong Kong College of Technology

Sep 2017 — Sep 2018

Higher Diploma in International Business Management with Korean, Hong Kong IVE

Sep 2018 — Sep 2020

Degree in International Business Management, Northumbria University

Sep 2020 — Sep 2021

COURSES

Generation HK CLAP @Jockey Club, Front-end Web Developer Program

Nov 2021 — Feb 2022