

Resume of Lee Sau Yan, Judy

Tel: (+852) 5112 6122

Email: judylee1996@gmail.com

Address: Room 1006, 10/F, Shing Keung House, Kwai Shing East Est., Kwai Tsing, N.T

PROFILE:

Over all the job that I had been tried, I'm seeking for a job that can be developed verbal communication and written skills, ability to communicate confidently and I love to interact with people, an easy-going person with the personalities of honest and hard-working. Also, I'm willing to accept challenge and work under pressure.

EXPERIENCE:

July 2021 – Present

Draftsman – XTech Lighting System Company Limited

- Responsible for design and drafting of drawings for building projects
- Knowledge of AutoCAD
- Assisting outdoor assignment, etc.
- Able to prepare lighting containment plans for submission

Sept 2020 – Nov 2020

Administrative Assistant – HK Cable Television LTD.

- To be responsible for performing office administration
- Clerical duties including report compiling.
- Handling inquiries, providing service support
- Assisting outdoor assignment, etc.
- *Knowledge of AutoCAD*

July 2018 – Aug 2020

Project Administrator/ Assistant of Executive Director – King Façade HK Limited

Duties:

- Provide project managers with technical and project support
- Manage project budgets in excess of \$50000
- Responded to client inquiries and reviewed client invoices.
- Collaborated with cross-functional teams to draft project schedules and plans
- Ability to prepare project plan, budget and schedules
- Performed general clerical duties, such as data entry, faxing, mailing, copying and filling.

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Jun 2015 – Jun 2018

Clerk – Century Harvest Engineering Ltd.

Duties:

- Receiving and otherwise obtaining information from all relevant sources.
- Using software to enter data and process information
- Maintain and update filling, inventory, mailing and database systems,
- either manually or using a computer
- Compute, record and proofed data and other information, such as records or reports.

EDUCATION:

September 2009 – June 2014

CNEC Lee I Yao Memorial Secondary School

Certificate: HKDSE

September 2008 – July 2009

The Methodist Lee Wai Lee College

Certificate: F.1 - F.2

November 2018

HKIDA

Certificate: Professional Certificate of AutoCAD for Interior Design and Architecture

KEY SKILLS AND CHARACTERISTICS

- MS Office (Words, Excel, PowerPoint, Project)
- AutoCAD
- Languages: English, Cantonese, Putonghua