

# Chi Kin Chan

## E-Rostering Admin Assistant

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A highly driven, multi-lingual individual, with diverse experience in editing, counseling, and administrating. A highly dependable editor with over 15 years' experience with superb attention to detail and a high-level of accuracy. Compassionate person who gives tailor-assistance. A quick learner who is adaptable to ad-hoc duties. Integrating into UK life through community volunteering and working in a warehouse. Self-learning web development.

### SKILLS & OTHER

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**Language skills:** Fluent in Cantonese, English and Mandarin.

**Communication skills:** Capable of understanding of the challenges of clients from different cultural backgrounds.

**Attention to detail:** Accurately identifying mistakes within computer programs and editing materials.

**Computer literacy:** Proficient in MS Word, MS Excel and Outlook.

**Analytical mindset:** Ability to handle a complex problem by detail-planning.

### WORK EXPERIENCE

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World Of Books, the United Kingdom

Oct 2022 – Now

#### Warehouse Assistant

- Learning in-house software to handle parcels of books/CDs.
- Identifying issues of books/CDs with an eye of details.
- Covering duties such as delivering totes and cardboard handling to enhance efficiency and safety.
- Raising questions for clarification.

St. Francis Church, the United Kingdom

Jul 2022 – Oct 2022

#### Volunteer Administrative Assistant

- Managing the reception area and welcoming visitors to the church.
- Acting as first point of contact for clients needing career support and financial assistance.
- Providing administration support, including typing and researching for information.
- Maintaining accuracy and confidentiality of clients' information.

Oxford University Press (China) Ltd, Hong Kong

Apr 2014 – May 2022

#### Editor of Mathematics Learning Resources

- Maintaining the accuracy of large volumes of data by identifying misspelling, inaccurate data, inconsistent format, etc.
- Guiding authors to ensure manuscripts comply with the latest syllabus given by Education Bureau.
- Pitching new learning resources to improve students' learning experience and writing policies to instruct colleagues.
- Managing projects independently with minimal supervision
- Prioritizing tasks and estimating time, proactively handling issues that might lengthen the finishing time.
- Tracking project process with freelancers and internal departments to ensure efficient project progression.
- Checking the accuracy of digital copies of handwritten manuscripts.

Ocean Park

Jan 2014 – Mar 2014

#### Part-time Students' Advisor

- Receiving guests and answering their queries.
- Crowd control.
- Ensuring safety of guests in facilities.

Education Publishing House, Hong Kong

Dec 2008 – Dec 2013

### **Editor of Mathematics Learning Resources**

- Collecting and organizing relevant raw material from textbooks, past paper, the Internet, etc.
- Proofreading and checking content (including language, artworks, and photos) to reduce mistakes.
- Adapting material collected from different sources to avoid the breach of copyright.
- Translating manuscripts from English version to Chinese version.
- Coding manuscripts accurately into digital files, ensuring the consistency of formatting.
- Studying and analyzing the learning resources of competitors to improve our products' quality.

Manhattan Press, Hong Kong

Oct 2007 – Oct 2008

### **Assistant Editor of Mathematics Learning Resources**

- Identifying all grammatical mistakes and misspellings in manuscripts.
- Making corrections according to the comments of supervisors.
- Filing and achieving documents appropriately to increase the ease of reference.
- Archiving and organizing manuscripts in folders named according to in-house custom for easy reference.

Hok Yau Club (an NGO for providing support to students)

2005 – 2007

### **Part-time Students' Advisor**

- Receiving inbound calls from students with difficulties in career-planning with professional manner.
- Handling possible clients who were emotionally unstable.
- Explaining available options for further study according to the unique situation of each client.

## **EDUCATION**

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**MPhil Mathematics**, Hong Kong University of Science and Technology, Sep 2005 – Nov 2007

- Euler Characteristic of Polyhedron of higher dimensions

**BSc Mathematics, Minor in Computer Science**, Chinese University of Hong Kong, Sep 2002 – Dec 2005

- Second Class Honor (Div. I)
- Advanced Calculus / Linear Algebra / Probability / Differential Geometry, etc.
- Developed a software to edit PDF with Java.

### **Results in open examinations**

- HKALE (comparable to A\* in Pure Mathematics, A in Chinese Language and C in English, in A-Level)
- HKCEE (comparable to A\* in Mathematics and A in Chinese Language and B in English, in GCSE)

## **TRAINING**

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- **The complete Web Development Bootcamp**, Udemy, Jan 2023 – Now  
Learning HTML, CSS, JAVASCRIPT, etc. for constructing company websites.
- **100 Days Of Code: The complete Python Pro Bootcamp**, Udemy, Jul 2022 – Now  
Using Python to build User interface, use APIs, scrap data from web.

## **INTEREST**

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I enjoy cooking Cantonese food at free time, to remind me of my hometown and connect with UK communities.