

# Cheuk Man Sit

## Student – Information Management Jobs

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*Passionate, analytical, and eager to collaborate. Values teamwork, communication and understanding when working with colleagues and stakeholders alike. Committed to problem solving and driven to continuously learn to stay aligned with industry standards.*

### KEY ATTRIBUTES

#### Relevant Skills

- Design, create and manage databases using MySQL and Oracle SQL
- Develop dynamic websites using JavaScript, PHP, HTML and CSS
- Research and process information for presentations in a visual and self-explanatory manner
- Organize and maintain records and administrative documentation
- Provide training and create manuals to assist users to use management systems
- Implement backend services and data validation using Java, C#, and Python

#### Relevant Experience

- Coordinated a publishing team in creating and maintaining a comprehensive question bank that covers eLearning materials for an ESL curriculum of Grade 7-12
- Streamlined data entry and retrieval for the publishing team by designing easy-to-use automated spreadsheets, improving the overall page making process
- Researched, created, and proofread reports and media kits for Education First English Proficiency Index
- Developed a web-based eLearning platform using PHP, integrating intuitive UI interface using Bootstrap with MySQL database
- Directed cross-departmental workflow (designer, writer, publisher) and helped communicate technical concepts to team members

### EDUCATION

George Brown College	Computer Programming and Analysis	2022 – Current
Chinese University of Hong Kong	English (Bachelor of Arts)	2014 – 2018

### EMPLOYMENT HISTORY

Editor	JumpStart Publishers	2019 – 2022
Research Assistant	Education First	2016 – 2017

#### Languages

- Proficient in spoken and written English, Cantonese and Mandarin