

Coco WOO

<https://www.linkedin.com/in/cocowoo>

<https://cocotesting.github.io/>

Technical skills

- > HTML, CSS, JavaScript, Bootstrap
- > Python, jQuery, WordPress
- > SQLite, Laravel(PHP)
- > Ionic 5, AngularJS
- > Photoshop, Illustrator
- > Experience user of major spreadsheet software

Personal skills

- > Attention to detail
- > Problem-solving abilities
- > Project management
- > Excellent communication abilities
- > Capacity for working in a team environment
- > Practical critical thinking & organizational skills

Languages

Cantonese / Traditional Chinese



Chinese / Simplified Chinese



Japanese (JLPT N1)



English



Education

Master of Social Science

Programme in Social Work

The Chinese University of Hong Kong

2016-2019

Bachelor of Science in

Gerontology

The Chinese University of Hong Kong

2013-2015

Certificates related to programming

CS50's Web Programming with Python and JavaScript

HarvardX *Pursuing*

Certificate in Mobile Application Developer Training

Hong Kong College of Technology *2021*

CS50x: CS50's Introduction to Computer Science

HarvardX *2020-2021*

Experience Highlights

Freelance international buyer and translator (Online)

Self-employed *Dec 17 - Present*

- > Responsible for the purchasing of variety of products from overseas and the coordination between the supplies and the customers from Hong Kong, China, Taiwan, Japan, Indonesia, Singapore & British, etc
- > Provide verbal and non-verbal summaries of 4-language (Cantonese, Chinese, English, Japanese) documents for immediate use
- > Provide proactive customer follow-up service and troubleshooting

Working Holiday in JAPAN

Saitama, Tokyo, Niigata *Sep20 - Sep 21*

Service Manager (R.S.W.)

Christian Family Service Centre *Jul 16 - May 20*

- > Promoted twice within 3-year timeframe from Frontline Social Worker to Service Manager in recognition of outstanding performance
- > Supervised and monitored 3 funded projects costing a total of \$13M HKD to provide support services for frail elderly and their carers
- > Successfully coached and trained 1 service manager, 4 social workers, 2 nurses, 6 project workers & home care workers

Research and Development Officer (R.S.W.)

Hong Kong Association of Gerontology *Jul 15 - Jul 16*

- > Conducted and implemented more than 15 elderly related courses, workshops, seminars and conferences for professionals and public
- > Developed year plans and financial budget plans of the Research and Training Division based on the vision of the Association