

Cody, Man Yau Chan

Business Management Trainee / Intern

codychan5@gmail.com ✉

+852 6401 2094 📞

Hong Kong 📍

linkedin.com/in/codychan5 in

Enthusiastic college graduate with strong business management and marketing skills, passionate about the Consumer Electronics industry and the Tech industry (i.e. Big Data, AI, Robotics, VR / AR). I always try to think outside of the box and be innovative, eager to take on challenges and willing to take on leadership roles. Meanwhile, I value continuous learning and always take extra time for learning new skills through having online courses (i.e. Python, Data Analytics, Computer science, Artificial Intelligence, etc.).

EDUCATION

○ Bachelor of Business Administration, Specialization - Marketing

University of Macau - GPA: 3.64 / 4

08/2017 - 06/2020

Macao, China

Composition of Courses Taken:

- Marketing Strategy Courses - 20%
- Finance / Economics / Accounting Courses - 20%
- Business Strategic Management Courses - 20%
- Statistics / Data Analytics Courses - 10%
- Business Information System Courses - 10%
- Project and Quality Management Courses - 5%
- Free Electives / Other Courses - 15%

WORK EXPERIENCE

○ Business Development & Marketing Intern Norton Rose Fulbright

10/2020 - 01/2021

Hong Kong, China

Responsibilities:

- Assistant of the Senior Business Development & Marketing Manager
- Conducting Market / Client Research for initiating marketing strategies
- Drafting bid proposals / Preparing PPT presentations for pitching
- Drafting Marketing-related Social Media posts, Email Marketing

○ Commercial Department Office Intern Menzies Macao Aviation Service Ltd.

09/2014 - 12/2014

Macao, China

Responsibilities:

- Assistant of the commercial and customer service manager
- Liaising with external parties (e.g. business inquiries)
- General administrative support

ORGANIZATIONS / VOLUNTEERING EXPERIENCES

Macau Marketing Institute - 2019 ~ Present

Member - Participated in various Marketing seminars and conferences

Marketing Society, University of Macau Student Association - 2019

Chief Secretary - Organizing student activities in relation to Marketing (e.g. Sales of stars competitions), liaise with external parties (e.g. vendors) for activity sponsorship, organizing overseas cultural exchange activities (e.g. led the team for a cultural exchange program with the student organisations from Kyung Hee University, Seoul, South Korea in 2019)

SKILLS

Presentation Skills

Data Analytics

Excel Solver

Microsoft Office

IBM SPSS

MS Project

ACHIEVEMENTS

Academic Awards

- **Macao International Airport Ltd. Scholarship** - 2019
- **Dean's Honour List** | Faculty of Business Administration, University of Macau - 2017 ~ 2020

Other Achievements

- **Champion of [The 3rd world Tourism Cup]** University-wide competition (Tourism Industry Business Presentation) - 2019
- **Semi-Finalist at [Bank of China Trophy The 5th Business Knowledge Competition]** University-wide competition - 2019
- **Semi-Finalist at [The 18th Macao-wide English Speech Contest]** - 2019

EXTRACURRICULAR ACTIVITIES

- Data Analytics Consulting Virtual Internship - KPMG
Dec. 2020 | Open Access Virtual Experience Program with Forage

- Strategy Consulting Virtual Experience Program - Boston Consulting Group (BCG)
Dec. 2020 | Participated in the open access BCG Virtual Experience Program with Forage

- Part-time English & Accounting Tutor
Apr. 2016 ~ Jul. 2020 | Tutoring secondary students in a tutorial centre in Macau

- Co-Founder of an E-commerce Store
Jan. 2012 ~ Sep. 2014 | Founded a "Collectible Card Game" online business in partnership while studying in high school, handled various aspects of the business including initiating business strategies, store management, budgeting, advertising, customer support, etc.

LANGUAGES

Cantonese

Native or Bilingual Proficiency

English

Full Professional Proficiency

Mandarin

Full Professional Proficiency

INTERESTS

Artificial Intelligence

Big Data

Robotics

Entrepreneurship

VR

Sports & Workouts

Continuous learning / Online Courses