Chungon Tse

647-923-5091

Toronto, Ontario, Canada

chungon.tse@gmail.com

github.com/cotse900

linkedin.com/in/chungontse18/

TECH SKILLS

C, C++, Java, Python, Linux, MySQL, DB2, SQL, MongoDB, HTML, JavaScript, React, Next, API, Git

OTHER SKILLS

Professional proficiency in English, Cantonese, Mandarin; intermediate German and French

G2 driving license

EDUCATION

Diploma in Computer Programming, GPA 3.9/4, Seneca College, Toronto, Canada, 2021-23

P1 Paralegal license, Ontario, Canada, 2020

Graduate Certificate, Paralegal Program, Centennial College, Toronto, Canada, 2019

MA in English and Chinese Translation, Chinese University of Hong Kong, Hong Kong, 2013-2015

BA in English Studies and German, University of Hong Kong, Hong Kong, 2007-2010

PROJECTS

- **Simulated Assembly Line using C++**: production line and processing of customer orders
- **Art Collection API**: API for art museum collections with React
- **Movies API**: API for a catalog of movies based on IMDB
- **Web Wildlife Walk using JS:** sorting of wildlife species with maps and coordinates
- **Java Instant chat server:** a simulated instant messenger

WORK EXPERIENCES

Paralegal Student, Suite Excel Collections Canada Inc., Toronto, 2019

- Drafted, reviewed, and completed many Small Claims and Landlord and Tenant Board (LTB) applications
- Worked with a team of paralegals and colleagues in other teams for common goals of property management and collection of arrears
- Performed legal research for the legal department
- Good command of data management for debt collection and property management databases
- Satisfactorily completed the practice, and was allowed to pass the licensing process with good results

Administrative Assistant, Lowell Academy, Toronto, 2018

- Performed administrative support and helped organize school activities with aspiring university students
- Wrote and translated promotional materials for prospective students

English and Chinese Translator, Hong Kong Government, Hong Kong, 2012-17

- Translated 5 years of budget estimates, audit reports, policy papers, court judgments, witness statements, identity documents, etc., in English and Chinese
- Good command of data management, both figures and written reports
- Provided language support and advice in the public sector for non-professional colleagues
- Had 5 years of satisfactory performance in all duties

Immediately available