

ZOE YIM

LANGUAGE

(SPOKEN AND WRITTEN)

- Putonghua
- Cantonese
- English

IT SKILLS

- JS
- HTML
- CSS
- Github
- Python
- REACT
- Figma
- Tableau

QUALIFICATION AND AWARD

-JCI 半島青年商會 領袖傳承演講比賽2020 冠軍

2020傑出工作計劃獎

傑出新會員獎

-AASFP **Advanced Personal Trainer**

-**Bronze Award** for volunteer service

(individual) from Social Welfare

Department

-The Mental Health Association of Hong

Kong **50-99小時服務獎**

-HONG KONG ST. JOHN AMBULANCE

Adult CPR Certificate course

EDUCATION HISTORY

CLAP@JC x Generation Hong Kong

Front-end Web Developer Program

(Cohort 7)

Created and Funded by The Hong Kong
Jockey Club Charities Trust

(Mar 2023 - Jun 2023)

Global Association for Quality Management

Certified Scrum Master (CSM)

(obtained on May 2023)

Tecky Academy Limited

Python Fundamentals

(obtained on May 2023)

IBM x Coursera

Data Analysis with Python Certificate

(obtained on Oct 2022)

Bachelor of Social Science (Hons) in Psychology (with first class honours)

The Open University of Hong Kong

(2012-2016)

Dean's List Student

(2014-2016)

Outstanding Student Award

(2014-2015)

EMPLOYMENT HISTORY

Director Assistant

Innocloud Asia Limited

(Jun 2022 - Mar 2023)

- Assist the director in preparing business reports
- Conduct business research
- Read the financial statement of different business
- Handle the company registry matter for subsidiaries

ACTIVITIES

Volunteer of Baptist Oi Kwan Social Service: **Mentor** of the mentorship program - Youth Mover 青年發展體驗計劃 (第二期) (Jan 2023 - Now)

Volunteer of Agency for Volunteer Service (Jun 2022 - Now)

Volunteer of the Mental Health Association of Hong Kong (Aug 2014 - Jun 2018)

Volunteer of Distinctive Learning Society (Aug 2015 - May 2017)

Volunteer of the Hong Kong Playground Association: **Mentor** of the mentorship program 「翼下之風」 (Mar 2015 - Dec 2016)

INTERESTS AND HOBBIES

Reading, Hiking, Gym, leather DIY and balloon decoration

EMPLOYMENT HISTORY

Personal Assistant to Director

Maxcolm Finance Limited

(Nov 2020 - May 2022)

- Liaise and conduct UAT with in-house IT department on project launch
- Assist the director in preparing business reports
- Conduct business research
- Liaise with different departments for project matters
- Handle agent rebate, law firm bills and legal translations
- Manage schedule and personal matters of the director

Business Analyst

Whizpa Limited

(Jun 2020 - Oct 2020)

- e-shop: content management (built on Shopify.com)
- Sell online advertising packages and exhibition booths
- Customer Relationship building

Associate Consultant

Hoceans Limited

(Apr 2019 - Apr 2020)

- Assist the Executive Director on all business matters
- Handle administrative and supportive work
- Involve in legal headhunting work
- Liaise with clients and understand their needs
- Handle legal translation

Marketing

Blossom Minds (NGO)

(Jul 2018 - Apr 2019)

- Sales coordinator
- Support marketing work
- Seasonal workshop design

Teaching Assistant

the Y.W.C.A Hioe Tjo Yoeng College

(Sep 2016 - Jul 2018)

- Coordinating administrative and supportive work on SEN students
- General administrative works
- Teaching English