

Hiu Fung CHAN, James

OBJECTIVE

I am a sociable and presentable person who always treasure every moment working with different people. Being meticulous and responsible on every task, I have a strong desire to strive for excellence to show my best to others. In order to contribute more to the team, I am dedicated to acquire new skills through various working experiences by taking part in different tasks and work alongside with the veterans. Equipped with the positive working attitude, I would continue to top up my gear and prepare to contribute more to my working unit.

PERSONAL PARTICULARS

Date of Birth	: March 23, 1995
Contact Tel No	: +1 (437)-661-3321
Email	: hfchanae@connect.ust.hk ; hfchan3@myseneca.ca
Address:	: Scarborough, Ontario, Canada

EDUCATION/ ACADEMIC ATTAINMENT

Diploma, Computer Programming
Seneca College
September 2023 – April 2025 (Expected)

Bachelor of Science, Major in Chemistry
The Hong Kong University of Science and Technology
September 2013 – May 2017

High School
CCC Heep Woh College
September 2007 – May 2013

WORK EXPERIENCE

Executive Assistant I (EHR Registration Office)
Hospital Authority Head Office
Permanent Full-Time: May 2022 – July 2023

- Designed and conducted UAT test cases and assisted in other necessary enhancement for the E-health system
- Handled registration and maintenance records of Healthcare Providers and District Health Centers in Hong Kong
- Managed the inventory of publicity materials
- Handled enquiries from patients, healthcare providers and service partners
- Assisted in preparing documents, progress reports and presentation files for meeting and training purpose
- Provided administrative and logistic support for meetings, activities and programmes

Executive Assistant II (Medical Grade)

Hospital Authority Head Office

Permanent Full-Time: February 2019 - May 2022

- Provided clerical support to the Medical Grade Department
- Assisted in data collection, data input, data analysis and compilation of statistics report and to prepare statistical tables, graphs and charts.
 - Make use of CDARS to generate trainees' surgical reports
 - Input candidates' records for score analysis via Access and Excel
 - Act as an administrator of training system for medical trainees (Self learning tool)
- Assisted in preparing and monitoring the annual HA training budget and data on the training programs for doctors for endorsement in SBPC
- Compiled and uploaded the budgetary information via the Annual Planning System (APS)
- Assisted in office management, coordinate meetings / interview boards / activities. (e.g. liaising with personal secretaries of doctors for meeting, meeting room / car park booking and setting up the meeting venue)
- Handled and draft correspondence to HKAM and Hospitals
- Handled enquiries from internal and external parties (Colleges under HKAM, Doctors, Cluster colleagues, etc.)
- Provided logistics support in organizing monthly HKICC Training to HA Doctors in 2021 and Visit to Training Centers
- Performed filing duties by uploading and arranging the files in SharePoint
- Reported the working progress of my team in the departmental meeting
- Provided any ad-hoc support assigned by seniors

Shop assistant

Kin Wing Dispensary

Part time: June 2013 – July 2017

Full time: December 2017 – January 2019

- Data input, checking the order and reporting stock status
- Sold healthcare/medical products to customers and maintain a long-term relationship with them
- Ordered products independently by liaising with sale representatives
- Advertised products through social media channels (e.g. WeChat)
- Successfully retained and built network with customers after communicating through social media and face-to-face interaction
- Understood the therapeutic properties of health supplement and over-the-counter drugs
- Understood the business model of running a pharmacy and the regulation of selling medicinal products
- Performed any ad hoc duties as required

Temporary Administrative Assistant

Hong Kong Examinations and Assessment Authority

Temporary Full-Time: August 2017 – November 2017

- Data input
- Involved in setting up examination venue
- Checked exam materials (e.g. no. of question booklets, stationaries)
- Verified details on confidential examination documents (e.g. examination papers and reports)
- Performed other administrative support duties as assigned by supervisors

SKILLS

- Microsoft Word, Excel, PowerPoint, Access
- Experienced in utilizing equipment for ZOOM meetings
- Adobe Photoshop, Illustrator
- C, C++, JavaScript, HTML, CSS, Oracle SQL, Jira

LANGUAGE

- English (Fluent), Cantonese (Fluent), Mandarin (Fluent)