

Chan Yin Man, Ivan (陳彥文)

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Education and Academic Qualifications

The Chinese University of Hong Kong

2018 – 2020

Postgraduate Diploma in Education Programme (Liberal Studies), CGPA: 3.35 / 4.00

The Chinese University of Hong Kong

2013 – 2017

Bachelor of Social Science in Government and Public Administration, Second Class Honour

Hong Kong Diploma of Secondary Education

2013

Chinese Language (5*)

English Language (3)

Mathematics (5*)

Liberal Studies (5)

Chemistry (5*)

Biology (5)

Employment History

S.W.C.S. Chan Pak Sha School – Associate Teacher (Liberal Studies)

Sep 2018 – Aug 2021

- Teaching S1, S3 and S4 Liberal Studies.
- Preparing teaching materials and e-learning materials for Liberal Studies.
- Being S1 Class Teacher, monitoring and mentoring 34 students whenever needed.
- Supporting SEN Team, Guidance Team, Life-planning Team, IT Team, Self-study Team and Orchestra in administration and different activities related to students.

Shau Kei Wan Government Secondary School – Teaching Assistant (Liberal Studies)

Sep 2017 – Aug 2018

- Revised teaching notes of Liberal Studies constantly to keep students in tract of up-to-date issues.
- Prepared e-learning materials, including Google Classroom, Google Sites, Kahoot, Padlet etc.
- Organized Life-planning activities for students, for example Career Expo, to help students understand their abilities and aspirations and prepare them for careers development.

Extracurricular Activity

Student Union of The Chinese University of Hong Kong – Committee Member

2014 – 2015

- Organized and executed activities for 17,000 undergraduate students to raise students' awareness of social issues.
- Communicated and co-operated with university staff.

Po Kok Secondary School – Head Prefect

2008 – 2009

- Managed the Prefect Team of 50 members to maintain school's discipline.
- Planned, executed and monitored school activities.

Po Kok Secondary School – Scout Patrol Leader

2004 – 2008

- Planned and held patrol meetings and activities for 30 members.

Awards and Achievements

Political Research Competition 2014 - Hong Kong Politikos Quest Championship

2014

First Runner-up

- Researched and analyzed SEN education policy in group of 3 members.
- Published policy research paper to convince stakeholders.

Languages and Skills

Computer Skills: Microsoft Office(Word, Excel, PowerPoint): Advanced

Typing Speed: Chinese: 50 Words per minute; English: 50 Words per minute

Languages: Cantonese: Native; English & Mandarin: Fluent

