

Chan Yin Man, Ivan (陳彥文)

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EDUCATION

The Chinese University of Hong Kong

Sep 2018 – July 2020

- Postgraduate Diploma in Education
- Major: Liberal Studies
- Cumulative GPA: 3.41 / 4.00

The Chinese University of Hong Kong

Sep 2013 – July 2018

- Bachelor of Social Science with Honours, Second Class Honour
- Major: Government and Public Administration

Hong Kong Diploma of Secondary Education

2013

- Chinese Language (5*), English Language (3), Mathematics (5*), Liberal Studies (5), Chemistry (5*), Biology (5)

WORK EXPERIENCE

S.W.C.S. Chan Pak Sha School

Sep 2018 – Aug 2021

Certificated Master (Liberal Studies)

- Teaching S1, S3 and S4 Liberal Studies
- Representing the school as guest speaker in teacher professional development course organised by Education Bureau
- Preparing teaching materials and e-learning materials for Liberal Studies
- Being S1 Class Teacher, monitoring and mentoring 34 students whenever needed
- Responsible for SEN Team, Guidance Team, Life-planning Team, IT Team, Self-study Team and Orchestra in administration and activity planning

Shau Kei Wan Government Secondary School

Sep 2017 – Aug 2018

Teaching Assistant (Liberal Studies)

- Supported learning and teaching relative to Liberal Studies
- 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.
- Organised life-planning activities for students, for example Career Expo, in order to help students understand their abilities and aspirations and prepare them for future development
- Responsible for administrative work assigned by the Principal, Vice principals and

teachers

EXTRA-CURRICULUM ACTIVITIES

Student Union of The Chinese University of Hong Kong 2014 – 2015

Committee Member

- Represented 17,000 undergraduate students to communicate and co-operate with university staff to safeguard interests of different stakeholders
- Organised and executed activities for 17,000 undergraduate students to raise students' awareness of social issues

Po Kok Secondary School 2008 – 2009

Head Prefect

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

Po Kok Secondary School 2004 – 2008

Scout Patrol Leader

- Planned and held patrol meetings and activities for 30 members

AWARDS AND ACHIEVEMENTS

Political Research Competition Hong Kong Politikos Quest Championship 2014

First Runner-up

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

SKILLS

Language: Native Cantonese, Fluent English, Fluent Putonghua

Computer: React, Bootstrap, REST API, HTML, CSS, JavaScript, Advanced

Microsoft Office