

# KWAN TING, WONG

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## Skills Summary

Proficiency in Mandarin Chinese as my first language, English as my second language:

- Strong writing, capable of creating engaging and educational content.
- Knowledge of Chinese literature and culture
- Experience in language teaching or curriculum development

## Education

Hong Kong Baptist University (2018- 2020)

Bachelor of Arts (Hons) in Chinese Language and Literature

## Experience

Sep 2021 – Current **Banquet Server** • Best Western Plus Lamplighter Inn • London, Ontario

- Engaged with guests to ensure positive experiences, akin to fostering engagement on social media.
- Managed multiple tasks in a fast-paced setting, mirroring the demands of social media management.
- Collaborated with team members to deliver exceptional service, showcasing teamwork skills essential for social media strategy execution.
- Adapted to last-minute changes, demonstrating flexibility and problem-solving abilities applicable to social media challenges.

Sep 2020 – Jun 2021 **Animal Caretaker | Social Media Specialist** • OG Reptiles • Hong Kong

- Provided attentive care to animals, ensuring their well-being and health.
- Managed the pet shop's social media accounts, creating engaging content and increasing online presence.
- Juggled both roles simultaneously, demonstrating excellent time management and multitasking skills.
- Leveraged social media to promote animal adoption events and educate the community about responsible pet ownership.

## Key Skills

English Language Test

- IELTS Academic : 6 Overall Score (Aug 2018)
- Duolingo Test : 125 Overall Score (Feb 2024)

#### Microsoft Office Package

- Word, Excel, PowerPoint

#### Programming

- Python, HTML

#### Graphic Editing

- Adobe Photoshop

#### Typing Speed

- English: 70 words per minute
- Chinese: 65 words per minute

#### Certification:

- Smart Serve Ontario