
 6378 9069

 julialaw0701@gmail.com

 Eastern District, Hong Kong

SKILLS

- Data Entry
- ChatGPT skills
- Computer skills such as Canva, Window, MS Office, PowerPoint, Access, Outlook Express, Photoshop (Basic), Illustrator (Basic), etc.

LANGUAGES

- Cantonese
- Mandarin
- English

AVAILABILITY

- Immediate

LAW TSZ KWAN

JULIA

WORK EXPERIENCE

The Daily Farm Company Ltd. | Category Administration Officer

May 2022 - August 2022

- Maintain accurate data on merchandising system
- Update new vendors and items information
- Prepare reports & perform data analysis
- Provide administrative support to the team

Adsale Exhibition Services Ltd. | Project Assistant

June 2021 - May 2022

- Issue of contracts and invoices
- Handle incoming and outgoing mails
- Handle clients' enquiries
- Filing and data input
- Project material stock control

Pui Kui Primary School | Resources Teacher

November 2018 - April 2021

- Preparing online and offline campaigns
- Teaching Visual Arts for P1-P2 students



LAW TSZ KWAN

JULIA

EDUCATION BACKGROUND

The Open University of Hong Kong, 2014-2017

Bachelor of Business Administration

Hong Kong Institute of Vocational Education, 2011-2014

High Diploma in Business Administration

YMCA College of Continuing Education , 2010-2011

Diploma in Travel and Tourism Studies

C.C.C Kwei Wah Shan College, 2007-2010

F.3 – F.5 graduated HKCEE in 2010 -6 subjects passed

Chinese- Level 2

English- Level 2

Maths- E

Chinese History- E

Computer- E


Commerce- E


EXTRA-CURRICULAR ACTIVITIES

Junior Chamber International Apex | Assistant to the President

January 2019 - December 2019

- Social media, event and project management

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LAW TSZ KWAN

JULIA

CERTIFICATIONS

29/12/2022	Digital Illustration Drawing Certificate (Illustrating on iPad Procreate) Maya Education Center
29/12/2022	Certificate in Big Data Analytics with Python Excel and PowerBI Maya Education Center
05/06/2022	Photoshop Digital Graphic Design Professional Certificate Maya Education Center
05/06/2022	Illustrator Graphic Design and Advertising Professional Certificate Maya Education Center
28/05/2022	Indesign Commercial Printing and Publishing Professional Certificate Maya Education Center
05/2022	勞工法例基礎證書課程(第18屆) 證書 The HKFYG Continuous Learning Centre
04/2022	TQUK Level 3 Award in Understanding Language Development (RQF) Training Qualifications UK
4/1/2022	Certificate Course in LCCI Level 1 Book-keeping Hong Kong St. Perth College
21/10/2021	Certificate in Speech and Language Training Skills (Foundation) (Intake 65) The HKFYG Continuous Learning Centre
15/6/2021	Certificate of Completion- YouTube Creator Academy Social Innovation and Youth Business Unit of The Hong Kong Federation of Youth Groups and Grow with Google
9/6/2021	Certificate of Completion- Instagram Academy Social Innovation and Youth Business Unit of The Hong Kong Federation of Youth Groups and Facebook Hong Kong Limited
3/5/2021	Insurance Intermediaries Qualifying Examination- Paper III: Long Term Insurance (Pass)
13/4/2021	Insurance Intermediaries Qualifying Examination- Paper I: Principles & Practice of Insurance (Pass)
1/4/2021	Certificate in Supporting Children with Special Educational Needs (Intake 49) The HKFYG Continuous Learning Centre

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