

Kaloon Fung

Ph: +61 424 514 168
E: kaloonfung@gmail.com

Career Objective

I am a Bachelor of Arts graduate with seven years of experience working in the Hostel Industry where I developed and maintained high quality relationships with suppliers. I entered the tertiary education industry in 2018 as a Scholarships Officer for TAFE NSW before joining the University of Sydney's Student Experience Program in 2020, where I was excited to bring my professionalism and administrative skills to a progressive educational institution that champions ambitious thinking and creativity. To further my career in this industry, I am seeking a challenging position with the Procurement Finance team to help nurture and foster positive relationships with the University's suppliers.

Employment

February 2020 – December 2023

Sydney, NSW

Administration Assistant, Student Experience Program (DVC- Education) - The University of Sydney

- Point of contact for the Student Experience Program, responding to a range of enquiries via telephone, email and in-person, from staff, students, and suppliers from diverse backgrounds
- Provide financial support to the the Office of Student Life team for the delivery of Orientation activities and the Student Life Collaborate with internal and external stakeholders to set up new and inactive suppliers on the Ariba Network
- Collaborate with internal stakeholders, labour-hire contracting agencies and other suppliers to ensure correct information is captured in invoices received
- Generate and maintain monthly reports that capture expenditure related to the team's engagement with labour-hire contracting suppliers
- Regular and effective communication with suppliers to ensure seamless invoice payment processes
- Manage financial responsibilities for the Student Experience Program (DVC-Education) including [incomplete, maybe another indent here with bullet points]
- Preparing annual accrual reports on behalf of the Student Experience Program for year-end financial reporting
- Support the Student Experience Program and other teams within the University using systems including Ariba, Concur, Sydney Student, and PowerBI
- Perform ad-hoc data requests and analyses using reports generated via PowerBI

Achievement: Facilitated the team's comfortable transition to WFH and successfully transitioned the team's work environment to comply with the University and NSW Health's guidelines for the Student Experience Program's safe return to campus. Managed a sudden increase in supplier onboarding and invoice processing associated with Semester 1 significant additional spend related to the Expanded Welcome since Semester 1 2022

May 2018 – February 2020

Sydney, NSW

Scholarships Officer - TAFE NSW

- Point of contact for the office, responding to a range of enquiries via telephone, email and in-person, from staff, students, and prospective donors from diverse backgrounds
- Independently and concurrently manage 4 different ongoing scholarship projects
- Setting up and maintaining databases for each scholarship project every semester
- Sourcing course and attendance information by liaising with teaching sections across the state
- Initiate and develop professional relationships with project donors, teaching sections, and stakeholders
- Manage the creation and production of printed publications and non-printed materials
- Financial management of scholarship projects (budget and expenditure control)
- Manage the delivery of meetings, information events and scholarship award ceremonies

- Proactively review and streamline processes regularly to ensure adherence to organisation's policy
- Investigate reports of academic misconduct of scholarship recipients
- Ad-hoc projects and other activities

Achievement: Successfully transitioned the Office's physical filing practices to a digital archiving system to realise the Scholarship Team's compliance with State Archives and Records NSW authority and TAFE policy

September 2016 – September 2017

Sydney, NSW

Receptionist/Duty Manager - The Village Surry Hills Hostel

- Management of client enquiries via telephone from individuals, groups and corporate clients, email and in-person
- Handling of transactions (cash and EFT)
- Logistics and delivery of social events for guests

April 2009 – July 2015

Sydney, NSW

Receptionist/Duty Manager - Alfred Park Accommodation Hostel

- High volume customer service, making the needs of clients a priority
- Bookkeeping and budget management
- Coordination of housekeeping and cleaning staff
- Training new employees through job shadowing

Other Experience

October 2017 – Current

Sydney, NSW

Founder/Product Lead - Yellow Lab Games

I lead a small team of programmers and artists and am responsible for the puzzle and level design of our educational video game projects.

Education

The University of Sydney, Faculty of Arts and Social Sciences (2014-2017)

Bachelor of Arts, English and Management

Skills

Technical: Computer literate and competent in Office 365, Microsoft Word, Excel, PowerPoint, Outlook, EBS, and HPE Content Manager, tertiary education/University communication systems

Diligent, organised and manages time well

Able to work in a fast-paced environment and complete projects to schedule

Language Proficiency: English (Native), Cantonese Chinese (Speaking/Listening: Advanced, Reading/Writing: Elementary), Mandarin Chinese (Elementary).

Personal Qualities

Positive, punctual, reliable, responsible and honest.

Having enthusiasm, ambition, self-awareness and initiative.

Hardworking and resilient.

Motivated to learn, develop and adapt.

Referees

David Connaghan

The University of Sydney - Program Director

Ph: +61 402 432 542 E: david.connaghan@sydney.edu.au

Iqra Shaikh

The University of Sydney - Senior Project Manager

Ph: +61 435 101 956 E: iqra.shaikh@sydney.edu.au

Luana Caro

TAFE NSW – Manager Programs and Projects

Ph: +61 2 9217 4641 E: luana.caro1@tafensw.edu.au

Gabriela Bianchini

The Village Surry Hills – Manager/Supervisor

Ph: +61 420 590 006

Valero and Elisa Jimenez

Alfred Park Accommodation – Proprietors

Ph: +61 413 881 382 +61 412 103 334