

# Kenneth Kai-Man Wu

- A passionate penultimate year Business/Law Student who is interested in Social Entrepreneurship, Youth Leadership and Digital Marketing
- Interested in challenging work that requires innovative solutions and customer-centric design.
- Able to work well in time and pressure sensitive environments



## Work & Extracurricular Experience

### Clerk, Danny Eid Legal

- Involved in Court Procedure and Attendances
- Legal and Evidentiary Research

January 2017  
Present

### Front Desk Staff, ActivateUTS

- Administrative and Customer Facing Duties in a Fast Moving Environment
- Large Scale Data Entry, Organisation and Audit (Financial & Administrative)
- Audit of Calendar year Financials, \$1.5m Net
- Key Event Manager for O'Day, with an audience of 9000 students.
- Assisting in day to day management of 100+ Clubs and Societies on Campus
- Daily Cash handling and Invoice Management
- Ad Hoc Event Management at a variety of University events

July 2015  
April 2017

### National Leadership Team, AIESEC in Australia

- Managing Director, AIESEC in UTS
- Direct control of a team of 5 portfolio directors & 50 Committee Members across HR, Marketing, Sales and Finance
- Representing Local Stakeholders at National and Regional Meetings
- 200% Sign up goal achievement; 300% Facebook Reach Increase
- Facilitation at 4 Regional and National Conferences, from 30-240 delegates
- Direct Mentoring and coaching of 7 students across multiple faculties

January 2016  
February 2017

### Senior Mentor, Integrating Business Perspectives

- Mentoring First Year Students through a "Soft Skills" business subject
- Active engagement in tutorials and assisting tutor/students
- Co-delivery of classes, facilitating in front of groups of 25-40.
- Six Classes Across 5 Semesters

January 2015  
July 2016

January 2017  
Present



## Education

### B. Business, B Law. at University of Technology, Sydney

- Business Major in Accounting
- Credit Average Across all subjects

March 2015

Ongoing

### B. Business, B Science in IT at University of Technology, Sydney

- Distinction Average Across Subjects
- Transferred to B Business, B Law. in 2015

March 2014

March 2015

### Technical Skills:

- Advanced -  
Google Drive Suite  
Adobe Fireworks  
Microsoft Excel/Word

- Intermediate -  
Microsoft Outlook  
Adobe Photoshop  
Ticketmaster  
Draw.io

### Other Skills:

- Advanced -  
Financial Audit  
Process Tracking  
Change Management  
System Process Mapping  
Data Entry & Organisation  
Event Planning and Management

- Intermediate -  
Soft Skills Development  
Stakeholder Relationships  
Content Creation and Curation

### Languages:

- Native -  
English
- Fluent Spoken -  
Cantonese

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