

## QINGHUA (KIRA) KONG

Computer Science UBC  
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### **SKILLS & KNOWLEDGE**

Java, C++, Html, CSS, Javascript, IntelliJ, VisualStudio, Test-Driven Development, Junit.

### **EDUCATION**

**The University of British Columbia**, Vancouver, BC, Canada  
BCS (Bachelor of Computer Science), 2021-present

**Boston University**, Boston, MA, US  
LL.M.(Master of Laws), May 2017  
Legal English Certificate, May 2016

**East China University of Political Science and Law**, Shanghai, China  
LL.B. (Bachelor of Laws), specialization in Sociology, July 2015

### **TECHNICAL PROJECT**

**Case Tracing Application (Academic Project)**, Sept 2022 - Dec 2022

- Designed and developed a tracking application in **Java** to provide case management, lawyer designation and case status checks for legal practitioners;
- Implemented parse **JSON** to retrieve current application records and data;
- Incorporated **GUI** library to create client operating window and urgent case display viewer by JPanel and JButton;
- Developed cross-searching data structure pattern implementing adding and removing features simultaneously;
- Used **JUnit** frameworks for unit tests.

### **WORK EXPERIENCE**

**Yaobao Industry-Finance Consulting Service Co. Ltd.**, Foshan, China

Legal Assistant, Aug 2020 - Sept 2021

- Drafted/revised business contracts & agreements in accordance with needs and benefits;
- Detected potential legal issues in performance of finance, marketing and admin department and provided dependable suggestions to avoid legal risks;
- Prepared formal and prompt correspondences addressing clients for effective communications;
- Developed new project of notarization business, designed working procedures and schemes on how to cooperate with public notary and retain clients;
- Re-designed digital case retrieving system and rearranged archived 1000+ case entries;
- Produced & tracked invoices, followed up financial records & receipts.

**Alan Lee, Attorney at Law**, New York, US

Legal Assistant, Aug 2017 - April 2018

- Filled immigration applications/petitions, compiled and organized supporting documents for complimentary filing packages;
- Drafted and proofread legal documents including statements, affidavits, cover letters in support of applications, waivers & appeals to government authority/court;
- Conducted legal research on the latest immigration policies, memos, current industry standards, and employment surveys/statistics to support the case;
- Tracked case status promptly, prioritized urgent cases and managed case deadlines;
- Helped billing and accounting, sent out invoices, resolved billing issues with clients;
- Edited and Translated lawyer's Q&A session and articles published on office website and Lawyers.com/Immigration Daily newspaper.

### **LANGUAGES**

Cantonese, English, Mandarin