

PUN KATE CRUZ

HONG KONG, CHINA

ABOUT ME

If I were to sum up what kind of person I am, I would describe myself as a lifelong learner, driven by the pursuit of personal growth and passion. Be it academic or not, I find myself seeking ways to improve and better equip myself in multiple areas. Currently, I am an IT student with a strong aspiration to break into the tech field.

EXPERIENCE

May 2023 – Present	UNITED OVERSEAS BANK – CONTRACTED UNDER EASTECH LIMITED Project Administrator <ul style="list-style-type: none">Assisting with IT project coordination, planning, and executionIncludes tasks like maintaining project documentation, updating project status reports, and so on.Responding to technical questions and issues raised by usersProvide guidance on system usage, install and configure software, etcCommunicating project updates, collaborating with various departments or users to ensure smooth project execution, and providing efficient support
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EDUCATION

Sep 2016 – Jun 2022	MARYMOUNT SECONDARY SCHOOL Hong Kong Diploma of Secondary Education Examination
Sep 2022 – Jun 2024	HONG KONG COMMUNITY COLLEGE Associate in Information Technology
Sep 2024 – Jun 2028	CHINESE UNIVERSITY OF HONG KONG BEng in Information Engineering (IERG)

CERTIFICATES

2022	MICROSOFT AZURE AI FUNDAMENTALS, AI-900 Microsoft
2023	INTRODUCTION TO IT & CYBERSECURITY Cybrary
2023	NETWORK FUNDAMENTALS Cybrary
2024	CPCE EXCELLENCE CONTEST 2023/24 (POST-SECONDARY GROUP) – JUDGES COMMENDATION AWARD The Hong Kong Polytechnic University – College of Professional and Continuing Education
2024	UPSKILLING FOR A GREENER FUTURE PROJECT – STREAM A TECHNOLOGICAL SKILLS LAB HKFYG Leadership Institute

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[My Website](#)

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EXTRACURRICULAR ACTIVITIES

Oct 2022 – Aug 2023	LEADERSHIP & COMMUNICATION: STUDENT AMBASSADOR PROGRAMME 2022-23 (HKCC) Student Ambassador
Oct 2022 – Aug 2023	LEADERSHIP & COMMUNICATION: STUDENT AMBASSADOR PROGRAMME 2022-23 (HKCC) ENGLISH AMBASSADOR
Oct 2022 – Aug 2023	MENTORSHIP PROGRAMME 2022 – 2023 (HKCC) MENTEE
Oct 2023 – Feb 2024	JA MENTORSHIP PROGRAMME WITH SWIRE WOMEN'S NETWORK 2023 MENTEE

LANGUAGE QUALIFICATION

Fluent in English

Conversational Proficiency in Cantonese, Putonghua

SKILLS

Familiar : HTML, CSS, PHP

Learned : C++, Python, Java, SQL