

PUN KATE CRUZ

HONG KONG, CHINA

www.reallygreatsite.com

katepun19@gmail.com (personal)

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+852 9632 6092

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 studying Associate in Information Technology at Hong Kong Community College. My goal is to be a Cybersecurity specialist in the future.

EDUCATION

Sep 2016 – Jun 2022 **MARYMOUNT SECONDARY SCHOOL**
Hong Kong Diploma of Secondary Education Examination

2013 – 2015 **HONG KONG COMMUNITY COLLEGE** **GPA 3.3**
Associate Degree in Information Technology

EXPERIENCE

May 2023 – Present **UNITED OVERSEAS BANK – CONTRACTED UNDER EASTECH LIMITED**
Project Administrator

- Assisting with IT project coordination, planning, and execution
- Includes tasks like maintaining project documentation, updating project status reports, and so on.
- Responding to technical questions and issues raised by users
- Provide guidance on system usage, install and configure software, etc
- Communicating project updates, collaborating with various departments or users to ensure smooth project execution, and providing efficient support

CERTIFICATES

2020 **2020 AMERICAN CULTURE WRITING CONTEST : CERTIFICATE OF PARTICIPATION**
United States Consulate General Hong Kong & Macau

2020 **2ND HONG KONG LINGUISTIC OLYMPIAD : CERTIFICATION OF PARTICIPATION**
Hong Kong Polytechnic University

2022 **THE 'CHEMIST ONLINE' SELF-STUDY AWARDS SCHEME**
The Hong Kong Virtual University and Education Bureau

2022 **MICROSOFT AZURE AI FUNDAMENTALS, AI-900**
Microsoft

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CERTIFICATES

2023	CERTIFICATE OF COMMUNITY EDUCATION COMPLETION : INTRODUCTION TO IT & CYBERSECURITY Cybrary
2023	CERTIFICATE OF COMMUNITY EDUCATION COMPLETION : NETWORK FUNDAMENTALS Cybrary

EXTRACURRICULAR ACTIVITIES

Oct 2022 – Aug 2023	LEADERSHIP & COMMUNICATION: STUDENT AMBASSADOR PROGRAMME 2022-23 (HKCC) Student Ambassador <ul style="list-style-type: none">• Acts as MC at various College events• Tells visitors about my student life at HKCC• Gives campus tours to visitors• Takes photographs or videos for promotional materials
Oct 2022 – Aug 2023	LEADERSHIP & COMMUNICATION: STUDENT AMBASSADOR PROGRAMME 2022-23 (HKCC) ENGLISH AMBASSADOR <ul style="list-style-type: none">• Acts as MC at various College events• Tells visitors about my student life at HKCC• Gives campus tours to visitors
Oct 2022 – Aug 2023	MENTORSHIP PROGRAMME 2022 – 2023 (HKCC) MENTEE <ul style="list-style-type: none">• learns valuable skills, knowledge, and insights from my mentor's expertise and experiences• develops a deeper understanding of my chosen field, career opportunities, and relevant industry practices• gains valuable networking opportunities through my mentor's connections and professional network

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EXTRACURRICULAR ACTIVITIES

Oct 2022 – Nov
2022

HOW TO PROTECT YOURSELF IN CYBER WORLD? (HKCC)

PARTICIPANT

- Fundamentals of cybersecurity: understanding of core principles like information confidentiality, integrity, and availability.
- Threat identification and mitigation: Students will learn to recognize and address common cyber threats such as malware, phishing, and social engineering.
- Promoting responsible online behavior: emphasizes ethical use of technology, privacy, intellectual property, and online etiquette, empowering individuals to protect their digital assets responsibly.

Mar 2023 – Mar
2023

FINTECH – THE NEW ERA OF FINANCIAL WORLD (HKCC)

PARTICIPANT

- Understanding the fundamentals of financial technology (fintech) and how it affects various industries
- Understanding key fintech concepts such as blockchain, cryptocurrencies, digital payments, and robo-advisers
- Investigating the role of fintech in improving financial services, expanding financial inclusion, and disrupting traditional banking systems

24 Feb 2023 (4
Hour)

VR INTERACTION IN UNITY – BEGINNER LEVEL (THE HONG KONG POLYTECHNIC UNIVERSITY)

PARTICIPANT

- In this workshop, I learned to
- Navigating the Unity application
- Creating basic 3D objects and positioning them in the scene
- Manipulating and moving 3D objects via scripts

8 Mar 2023 (2
Hour)

INTRODUCTION OF AI – BUILD YOUR FIRST MECHANIC LEARNING MODEL WITH LOBE (THE HONG KONG POLYTECHNIC UNIVERSITY)

PARTICIPANT

- In this workshop, I learned to
- Gather and categorize photographs using Lobe
- Look at some instances or potential applications of machine learning models

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EXTRACURRICULAR ACTIVITIES

Oct 2023 – Aug
2024

MENTORSHIP PROGRAMME 2023 – 2024 (HKCC)

PARTICIPANT

- seeks guidance, support, and advice from a mentor who is an experienced individual in a particular field or area of interest
- receive personalized guidance and feedback to enhance my personal and professional growth
- receive assistance in setting and achieving goals, identifying and addressing my strengths and weaknesses
- develop a long-lasting relationship with my mentor, creating a supportive network for future endeavor

SECOND LANGUAGE QUALIFICATION

2013 – 2015

PEARSON EDEXCEL IGCSE (MAY/JUNE 2023) – CHINESE

Level : 9

SKILLS

- | | |
|-------------------------|-------------------------------|
| • Microsoft Office | • Good communication skill |
| • Programming Languages | • Able to work in a team |
| ◦ C++ | • Great problem solving skill |
| ◦ SQL | |
| ◦ HTML | |
| ◦ CSS | |
| ◦ PHP | |

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PERSONAL STATEMENT

My desire to study the world of information technology didn't start out the same as that of my peers. While others mostly pursue this field because they are passionate about computers and alike, I embarked on this road to become a cybersecurity specialist in the future. I first became vividly aware of the dangers lurking in the internet world when my favourite social-storytelling app got hacked back in 2020, where numerous user data was leaked to the invader. This incident highlighted the importance of understanding the vulnerability of personal data in both the real and virtual worlds and became my motivation to pursue a career in the tech world and to contribute to ensuring the safety and integrity of information.

Knowing that I had fallen short in DSE, I didn't give up my ambition. Instead, I reflected on the reasons why I didn't perform as well as I should have. I didn't wallow in depression and self-blame; I focused on improving my shortcomings and strengthening my strengths. My time at HKCC helped me develop better study habits and mental mindsets. I try to strive for work-life balance and manage my time better. Knowing that I have a terrible habit of procrastinating, I planned my studies ahead of time. Feelings of nervousness before exams are somewhat of a bad habit of mine. To combat this, I began doing self-meditation and journaling, hoping it would help me understand how to feel less nervous and calm myself when I panic. To better equip myself, I joined various activities that helped me develop the necessary skills, such as computing, problem-solving, leadership ability, teamwork skills, etc.

Having a rather shallow amount of IT knowledge, I decided to study information technology as my major in hopes of building up my foundational knowledge. Other than just immersing myself in my studies, I find myself joining various IT-related learning events, like the Microsoft AI Certified Fundamentals, FinTech Introduction Workshop, etc. In my free time, I would attend an online self-learning course that taught the basics of computer science, such as algorithms and networking systems. I also study different programming languages, such as C# and HTML, and build up my projects. Even though it was difficult to self-teach myself to code, I never gave up and remained persistent in my pursuit of being an all-rounded programmer. These experiences help foster my IT knowledge and practice my programming skills.

No decent IT technician is without practical experience. Since May 2023, I have been working at United Overseas Bank as a part-time project administrator/IT helpdesk support contracted under EasTech Limited. My main duty is to assist with IT project coordination, planning, and execution, which includes tasks like maintaining project documentation, updating project status reports, and so on. My time at UOB HK allowed me to gain insights into what the actual IT work field may look like. I was able to apply the previously learned knowledge and polish my skills, from Excel to minor programming and utilisation of the SharePoint site.

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PERSONAL STATEMENT

Outside of my academics and work, I participated in the Leadership and Communication: Student Ambassador Programme 2022–23, organised by HKCC, to enhance my interpersonal and teamwork skills. I served as MC at college events and hosted campus tours. These skills are crucial for an IT technician, as they require adaptability, active listening, and a shared goal to build perfect programs. Beside leadership skills, the scheme provided me an opportunity to work on my public speaking skills, which are crucial for IT technicians when they need to introduce products and minimise misunderstandings from users. It offers chances for promotion, influencing projects, and career advancement. As an introvert, joining the scheme helped me overcome speaking challenges, serve as an MC, and encourage crowd engagement.

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. Whether it is in the school environment or not, I find myself seeking ways to improve myself, whether it be academic or intrapersonal. To fulfil my dream of becoming a cybersecurity specialist, I worked hard in numerous areas to better equip myself.