

PUN KATE CRUZ

HONG KONG, CHINA

https://kitkatkate19.github.io/PunKC_CV.github.io/

katepun19@gmail.com (personal)

22174510A@common.cpce-polyu.edu.hk (school)

+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

Sep 2022 – Jun 2024 **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

PUN KATE CRUZ

HONG KONG, CHINA

https://kitkatkate19.github.io/PunKC_CV.github.io/

katepun19@gmail.com (personal)

22174510A@common.cpce-polyu.edu.hk (school)

+852 9632 6092

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 |

PUN KATE CRUZ

HONG KONG, CHINA

https://kitkatkate19.github.io/PunKC_CV.github.io/

katepun19@gmail.com (personal)

22174510A@common.cpce-polyu.edu.hk (school)

+852 9632 6092

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

PUN KATE CRUZ

HONG KONG, CHINA

https://kitkatkate19.github.io/PunKC_CV.github.io/

katepun19@gmail.com (personal)

22174510A@common.cpce-polyu.edu.hk (school)

+852 9632 6092

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

Oct 2023 – Feb
2024

JA MENTORSHIP PROGRAMME WITH SWIRE WOMEN'S NETWORK 2023

Mentee

- become mentees of accomplished women executives from Swire Group's different divisions
- expands my knowledge of my chosen profession, job options, and pertinent industry practices

6 Oct 2023 (2
Hour)

INTERNET OF THINGS (IOT) CONTROLLING LED WITH BLYNK

PARTICIPANT

- In this workshop, I learned to
 - Learn to control an IoT controller using a mobile phone or computer.
 - Gain knowledge on setting up network services on an IoT controller in this workshop.

SECOND LANGUAGE QUALIFICATION

2013 – 2015

PEARSON EDEXCEL IGCSE (MAY/JUNE 2023) – CHINESE

Level : 9

SKILLS

- Microsoft 365 Office (Eg. Excel, SharePoint)
- Good communication skill
- Programming Languages
 - C++
 - HTML
 - CSS
 - PHP
 - Java
- Able to work in a team
- Great problem solving skill