

# Lee Tsz Lok

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## Working Experience

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| 02/2020-Present  | <p><b>Clerk (The Education University of Hong Kong) -Part time</b></p> <p>Duty:</p> <ul style="list-style-type: none"><li>To provide support to projects and liaise with project collaborators and partners.</li><li>To perform daily administrative duties.</li><li>To provide clerical and administrative support to E-filing project, which involves massive categorizing, scanning and organizing computer files process.</li><li>To provide assistance to other office admin tasks.</li></ul> <p><b>&amp;</b></p> <p><b>Technician</b></p> <p>Duty:</p> <ul style="list-style-type: none"><li>Electricians install, test, maintain and repair electrical installations including electrical wiring in accordance with regulations and specifications.</li><li>Responsible for fitting, assembling, erecting, installing, maintaining and repairing equipment.</li></ul> |
| 11/2019 –02/2020 | <p><b>Government assistant clerk -Full time</b></p> <p>Duty:</p> <ul style="list-style-type: none"><li>To assist in undertaking duties relating to voter registration or the preparation and conduct of general elections;</li><li>To handle public telephone enquiries and complaints, and input data;</li><li>To undertake general duties and provide office and warehouse support;</li><li>To perform manual work and any other related support as and when required;</li><li>To perform outdoor work as required.</li></ul>  |
| 07/2019 –10/2020 | <p><b>Assistant to HKTV merchant -Part time</b></p> <p>Duty:</p> <ul style="list-style-type: none"><li>To perform admin work in HKTV Merchant Management System.</li><li>To handle enquiry from client about goods on HKTV.</li></ul>  |

## Education

September 2015 –2019

City University of Hong Kong

Bachelor of Engineering

Major: Computer and Data Engineering

September 2015

Hong Kong Diploma of Secondary Education

Examination (HKDSE)

## Technical Skills

Software

Netbean Java application, Android Studio, MATLAB,

Arduino, Microsoft Office

Programming Language

Java, MySQL

## Languages

Cantonese (Good)

English (Good)

## School Project Experience

PIC18 Microcontroller

Connect PIC18 MCU physically with temperature sensor to MySQL. Access the data by Android app using Android studio.

Arduino Car

Design a small car with Arduino Board. Involving PCB fabrication, Arduino Software.

Mini Java Game

Design a gem game using Netbean with Java.

Date of available Immediately