

LO LEONG CHEUNG LEO

Business Process Design | Requirement Analysis | Digital Project Management

SUMMARY

An active team player with 5+ years' experience in various Mobile App and Website Development Projects involving POS Systems, CRM Systems, Payment Gateways, and / or Livestreaming Technologies. Skilled in business process design and requirement analysis for digital transformation. Passionate about leveraging technology and cross-functional collaboration to drive successful project & product outcomes.

EXPERIENCE

- Jan 2019 – **Business Analyst → Senior Project Executive • EY Mtel**
PRESENT
- Participate in business / technical requirements gathering sessions to produce functional / technical requirement related documentations
 - Translate and model clients' requirements into easy-to-understand process flow / system flow diagram
 - Assist in designing technical solutions
 - Work with developers, UX / UI designers, and QA engineers throughout project cycles
 - Develop project rollout plan and produce user manual / training manual
 - Manage resources, schedules, and budgets with different internal teams
- Jul 2017 – **Project Executive • EFT Solutions Limited**
Oct 2017
- Prepare project related documents such as technical specification and user manual
 - Monitor project schedule
 - Construct test plans & test cases with execution
 - Support end-users technically

EDUCATION

- 2015 – 2017 **Bachelor of Engineering in Computer Science • Hong Kong University of Science and Technology**
- 2013 – 2015 **Associate of Science in Information Systems Development • Community College of City University**
- Graduated with Distinction

PERSONAL INFO

Email:

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92754348

Personal Website:

<https://leolo322.github.io/>

Available Date:

1 Month's Notice

SKILLS

Analytical & Problem Solving:

●●●●○ Advanced

Communication:

●●●●○ Advanced

Time Management:

●●●●○ Advanced

Organizational:

●●●●● Expert

Agile Software Development:

●●●○○ Intermediate

Documentation & Modeling:

●●●●○ Advanced

Multi-tasking:

●●●○○ Intermediate