

# LO LEONG CHEUNG LEO

COMPUTER SCIENCE GRADUATE

## CAREER OBJECTIVES

An active, attentive and diligence learner and is always ready to acquire new knowledge. Passionate in the computer industry, aimed to be a Business Analyst or Project Manager who can act as the bridge between customers and programmers

## PERSONALITIES

- Detail-minded
- Strong interpersonal skills
- High responsibility and accuracy
- Competent communication skills in both written and spoken English and Chinese

## EDUCATION BACKGROUND

**Bachelor of Engineering in Computer Science • Hong Kong University of Science and Technology • 2015 - 2017**

- Learnt many diverse areas of computer science, such as data structures and algorithms, operating systems and software engineering
- Graduated with Second Class Honors Division II

**Associate of Science in Information Systems Development • Community College of City University • 2013-2015**

- Equipped me with sound knowledge of computing fundamentals, a thorough understanding of ethical issues, and management and planning skills associated with the computing profession
- Graduated with Distinction

**Hong Kong Diploma of Secondary Education • CCC Heep Woh College • 2007-2013**

- Got to know about programming
- Learnt the fundamentals of a computer system and computing

## WORK EXPERIENCE

**Shift Manager • McDonald's Restaurant • May 2018 – Present**

- Manage a shift
- Coordinate crew, equipment, and products for profits
- Order raw products for secondary production
- Handle customers' complaints



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## SKILLS

Excellent Analytical Skills in analyzing users' requirements as well as designing comprehensive, user-friendly systems:

- Use Case Diagram
- Sequence Diagram
- System Diagram
- Block Diagram
- Use Story

Solid Knowledge in Drafting Test Plan and Testing to assure the quality of an application:

- Test Case Script

Abundant skills for developing interactive, attractive and creative systems or webpages:

- HTML5 + CSS
- Bootstrap
- Java
- C++

Proficient in using common productivity software:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access

### Project Executive • EFT Solutions Limited • July 2017 – Oct 2017

- Prepare project related documents such as specification and test plan
- Handle merchants' enquiries
- Perform QA certification test
- Support end-users technically

### Guest Experience Specialist • McDonald's Restaurant • July 2014 – April 2018

- Prepare the ingredients before the opening of the restaurant
- Handle customers' enquiries and complaints
- Train new crews
- Help lead a team

### Student Helper in Information Center • Hong Kong University of Science and Technology • February 2016 – May 2017

- Handle guests' enquires
- Provide basic information about the university to the visitors
- Work on ad hoc tasks given by the Public Affair Office

### Summer Helper • Hong Kong Television Network Limited • Summer 2015

- Research on prices of certain products in different stores of different brands
- Update the database containing the price information of various products for the online shopping mall
- Handle ad hoc tasks given by different departments

## AWARDS AND QUALIFICATIONS

1. IELTS Scored 6.5 • British Council • April 2015
2. Outstanding Performance Scholarship • Community College of City University • April 2015
3. Certificate of Merit • GS1 Hong Kong's Hong Kong U-21 Internet of Things (IoT) Awards • 2014



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