

Ka Ying Leung, Sammi
(Eligible holder of Study Permit)
(Available Immediately)

Mobile: +1 (647) 225 9593
Present Address: Scarborough, ON
E-mail: lkysammi@gmail.com

CAREER OBJECTIVE Passionate individual seeking a flexible part-time work to leverage the communication and interpersonal skills.

EDUCATION **Centennial College** *Expected Completion Dec 2023*
Diploma in Software Engineering Technician

HKU SPACE *2020-2022*
Advanced Diploma in Legal Studies

Hong Kong Shue Yan University *2013-2017*
Bachelor of Business Administration (Hons)
Concentration: Marketing
Cumulative GPA: 3.27
Honor: Upper Second Class

WORK EXPERIENCE **HKT Services Limited – PCCW Global, Hong Kong**
Training Officer *Mar 2020 – Jul 2022*

- Training and project management
- Agile transformation for global colleagues
- Set up and manage workflow automation process for training team

Administrative Assistant *Feb 2018 – Feb 2020*

- To provide full ranges of administrative support to the Vendor and Product Management Department (e.g. scheduling, travel arrangement, organizing international customer visits).

WTMG Certified Public Accountants, Hong Kong
Summer Internship *June 2016 – August 2016*

- Maintained accounting database by entering full set accounts through Peachtree
- Provided administrative support

Canaan Creative Education, Hong Kong*Teaching Assistant**July 2014 – August 2014*

- Taught kindergarten curriculum to students
- Managed classroom and prepared instructional materials
- Provided feedback to parents regarding students' progress

EDUCATIONAL QUALIFICATIONS	Duolingo English Test – Overall Scores: 120	2022
	Certified SAFe® 5 Practitioner Scaled Agile, Inc.	2022
	Diploma de Español como Lengua Extranjera - Nivel A2 Instituto Cervantes, Spain	2016
	Hong Kong Diploma of Secondary Education Examination HKEAA, Hong Kong	2013

HIGHLIGHTED SKILLS	Languages: Native Cantonese; English (advanced speaking and writing); Mandarin (advanced speaking); Spanish (intermediate speaking and writing) Computers: Microsoft Office; Visual Studio Code; Programming languages: html, C#; Collaboration tools: Trello, Slack; Workflow automation tools: Zapier;
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INTERESTS	Hiking and biking Attending online courses (edX, Coursera)
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EXPECTED SALARY	\$17/hour and negotiable
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REFERENCES	Ms. BOLTAR Marcela Play and Learn - Curriculum Coordinator boltarmarcela@gmail.com Ms. Rainbow Chow PCCW Global - Assistant Vice President rchow@pccwglobal.com
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