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# Lee Wing Huen

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## Education

**2015 - 2019**

**Hong Kong Shue Yan University**

- Bachelor of Arts in Economics and Finance – CGPA: 2.85

## Employment History

**Jul – Aug 2016**

**Checker - Census & Statistics Department**

- participated 2016 Population By-census
- revisited selected households to confirm the accuracy of the information
- verified selected self-enumerated questionnaires through field visits

**Jul – Aug 2017**

**Summer Intern - Fujian Chunlan Tea Company Limited**

- organized exhibitions, customer services and sold products
- developed marketing strategy and presentation

**Jun – Aug 2018**

**Summer Intern- Census & Statistics Department**

- participated 2018 Annual Survey of Companies in Hong Kong with Parent Companies Located outside Hong Kong
- edited, coded and checked the accuracy of completed questionnaires

**Sep 2019 - Aug 2020**

**Clerk - Hennessy Road Government Primary School**

- performed general clerical duties
- prepared the statistics of the school library and activities
- updated website(using Dreamweaver and HTML), video and photo-editing
- supported the vendor management of the books
- made the inventory of the books and did the quotation
- supported teachers and school activities

**Nov 2020 – Jul 2022**

**Executive Assistant - Hong Kong Hospital Authority**

- performed general clerical duties
- processed the statistics of the clinics using excel
- provided counter service and handled enquiries patiently

**Sep 2022 - Present**

**Project Management Assistant - Bank of China (Hong Kong) Limited**

- assisted with the daily operation of the division
- communicated and coordinated with different teams
- handled and managed the records of contracts with vendors and contractors

## Skill

- Microsoft office Word, PowerPoint and Excel(e.g.VLOOKUP, Pivot Table)
  - Web design: HTML, CSS and Adobe Dreamweaver
  - Basic concepts of Java (Short Course: Java Programming for Beginners from CUSCS)
  - Photoshop and video-editing(e.g. PowerDirector)
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