

# CHAN Sze Tung

## CONTACT

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## SKILLS

Communication Skills	<div><div></div></div>
Microsoft Office	<div><div></div></div>
SQL	<div><div></div></div>
Java	<div><div></div></div>
HTML & CSS	<div><div></div></div>
Javascript	<div><div></div></div>

## LANGUAGES

Cantonese	<div><div></div></div>
English	<div><div></div></div>
Mandarin	<div><div></div></div>

## CERTIFICATE

### Experience Design (Foundation) Part-Time, H academy

- Build prototypes
- Developed comprehensive thinking
- Design and implementation
- Group project and presentations

## PROFILE

Nicole is a passionate, friendly, and energetic student at the Baptist University of Hong Kong. She has gained people-facing experience from voluntary work and part-time jobs in swim coaching and tutorial lessons for children. Able to effectively self-manage during independent projects and collaborate as part of a productive team. Committed to utilizing my skills to further the mission of a company.

## EXPERIENCE

### Part-time tutor at Ensure Education

*February 2022 - Present*

- Handling the education centre's daily affairs
- Guiding students to solve their problems
- Proofreading students' homework, and teaching students new topics.

### Part-time Swimming Coach at Island Sports

*June 2021 - August 2022*

- Teaching children to swim.
- Designing mini-games to engage children.
- Communicating with parents about their children's progress

## EDUCATION

### Hong Kong Baptist University

**Sep 2020 - Present**

*Bachelor in Computer Science,*  
Concentrated in Information System Analysis

### Sacred Heart Canossian College

**Sep 2013 - June 2020**

Secondary School

Electives include: BAFS (management), Physics, Biology

## EXTRA-CURRICULAR ACTIVITIES

### Treasurer at House in Secondary School

- Financial planning and budgeting
- Financial reporting
- Book-keeping