

TANG Jing, Patricia

Mobile: (64) 27 436 4593

Email: tj960522@163.com

Address: Wellington, NZ

LinkedIn: www.linkedin.com/in/jing-tang1996

GitHub: github.com/patricktang1996

Education

Victoria University of Wellington

07/2023- 06/2024(expected)

Master of Software Development

The Chinese University of Hong Kong

09/2018- 06/2019

Master of Art in Chinese Studies

- Second Concentration: Issues of contemporary China

The Chinese University of Hong Kong

09/2014- 06/2018

Bachelor of Social Science in Economics

- Second Concentration: Financial Economics; Business Economics

Skills

AREA	TOOLS	SKILL LEVEL	RELEVANT EXPERIENCE
Programming Languages	Java	Intermediate	University Project
	JavaScript, HTML, CSS, PHP	Intermediate	University Project
	Python	Basic	Workplace
Version Control	Git, GitHub, GitLab	Intermediate	University Project
Databases	SQL, MySQL	Basic	University Project
Cloud	AWS	Basic	Personal Project
Statistical Analysis	STATA	Basic	University Project
Operating Systems	Windows, Linux	Intermediate	Regular use
Video and Photo Editing	Final Cut	Basic	Hobby - Video Editing
	Photoshop	Basic	Hobby - Photography
Languages	Mandarin English Japanese Cantonese Korean	Native Fluent Fluent Intermediate Basic	Regular use

Licenses & certifications

AWS Certified Cloud Practitioner

Amazon Web Services

Responsive Web Design

freeCodeCamp

JavaScript Algorithms and Data

freeCodeCamp

Interests

Traveling, hip hop dance, video editing, language study.

Project Experiences

Human resources system website upgrade

07/2022-04/2023

- Participated in database construction and imported staff-related data of over 300 employees.
- Participated in the operation test of attendance management, payroll management and other modules.

Data visualization dashboard construction

04/2022

- Displayed the financial data, project completion, equipment scheduling and other information in one dashboard by data visualization function of Python (Matplotlib and PyEcharts).

Working Experience

HR Specialist

07/2020-04/2023

GRG Metrology & Test Hunan Co., Ltd, Changsha, China

- Scheduled meetings, maintained employee files, managed and updated HR documents.
- Maintained secure and accurate records of staff-related data such as payroll, turnover rates, and leaves in the database to ensure all employment requirements were met.
- Managed interview scheduling for the in-house recruiting team: confirmed availability of interviewers and interviewees, set up meetings, secured meeting spaces.
- Maintained comprehensive and accurate reports on various activities such as employee training and career progression.

Key achievements:

- Supervised the completion of job application materials maintaining records for over 500 employees.
- Successfully managed two internship programs comprising 220 interns and handled a budget of more than ¥2,000,000 incident-free.

UMC / Store Manager

07/2019-06/2020

Fast Retailing (China) Trading Co., Ltd, Guangzhou, China

- Maintained stable operation of the store.
- Explored the best plan to improve service level, improve work efficiency and achieve higher performance in store operation.
- Responsible for full-time staff recruitment, staff development and work plan development

Key achievements:

- Selected as the Top Ten UMC of 2019.
- The promotion rate of store staff was 100%.
- Attended the Global Store Manager Conference in Japan as the representative of Chinese UMC.