

TANG Jing, Patricia

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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, C#	Intermediate	University Project
	JavaScript, HTML, CSS	Intermediate	University Project
	Python, Shell Scripting, PHP	Basic	University Project
Version Control	Git, GitHub, GitLab	Intermediate	University Project
Databases	SQL, MySQL	Basic	University Project
Cloud	AWS	Intermediate	Personal Project
Operating Systems	Windows, Linux	Intermediate	Regular use
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

Personal Project: Pomodoro Timer

12/2023

- The Pomodoro timer Chrome extension optimizes time management by dividing work into focused intervals with breaks, fostering productivity. With a user-friendly interface and notifications, it aims to create a flexible tool for efficient work routines and improved concentration.
- Skills: JavaScript, HTML, CSS, Google Chrome Extension API.

Team Project: SportMate

11/2023

- SportMate is a team management system which can organise sports events, manage teams, and connect team members.
- Skills: JavaFX, Scene Builder, Git, J-Unit

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.