

TIFFANY NG YEE SIN

CONTACT

- +852 5402 9935
- ys.tiffany123@gmail.com
- tiffanynys
- tiffanynys.github.io

AVAILABILITY

5th August 19

SKILLS

Proficient in MS Office, Adobe Illustrator & Photoshop;
Basic Python, HTML, CSS & JavaScript

EDUCATION

- BA in English Language & Literature**
Hong Kong Baptist University | 2015-19
• cGPA: 3.2/4.0
• Committee: Executive Editor of Students' Union Editorial Board Session 2016-17
• Winner of English Short Story Writing Competition, Finalist of English Speaking Contest, and Scholarship Awardee

- International Summer Session**
Fudan University | 07/19 - 08/19

- Student Exchange Programme**
University of Amsterdam | 09/18-12/18
• Committee: Ambassador of Global Promotion Committee

- CERTIFICATIONS & COMPETITIONS**
The Fundamentals of Digital Marketing
Google Digital Garage | 04/19

- Mental Health First Aid Certificate**
The Mental Health Association of Hong Kong | 04/19

- Trade Ambassador Programme**
Hong Kong Trade Development Council | 11/17-06/18

- GirlSpark Camp (Hackathon)**
Microsoft Hong Kong Ltd | 01/18

EXPERIENCE

- **Intern (Digital Transformation Division)**
Hong Kong Productivity Council | 02/19-Present
 - Wrote, edited, and interpreted technical documentation of IT strategic plans for Hong Kong Customs and Radio Television Hong Kong
 - Supported Project Management Team and coordinated with clients
- **Summer Intern (Corporate Communications)**
BOC Group Life Assurance Company Ltd | 06/18-08/18
 - Prepared various documents, e.g. business letters, speeches and newspaper supplements
 - Created informative and promotional content on social media platforms, e.g. Facebook and WeChat
 - Planned and ran the first in-house Blood Donation Day
- **Student Ambassador**
Hong Kong Monetary Authority | 10/17-06/18
 - Led 20+ guided tours and organised education programmes introducing Hong Kong's financial issues, banking and currency systems
 - Assisted in the operation of HKMA Information Centre and answered public enquiries
- **Corporate & Community Relations Officer**
Television Broadcasts Ltd | 08/17-09/17
 - Handled 150+ emails and hotline enquiries from the audience per day
- **Summer Intern (International Relations)**
China Council for The Promotion of International Trade Beijing Sub-council | 06/17-07/17
 - Assisted in event coordination of China International Big Data Industry Expo 2017
 - Conducted a research and prepared a comprehensive report on Beijing's technological development