

RESUME

HO Yin Tung, Truman (何延東)

Mobile : (+852) 9185 2767
Email : trumanho88@gmail.com
Address : Prosperous Garden, Yau Ma Tei, Kowloon

College Education

2010-2013 *City University of Hong Kong*

Bachelor of Science Major in Applied Biology (AB)
(Honors) Minor in Environmental Sciences (ENS)
(Upper Second Class Honors)
Had been chosen to present during exhibition as one of representative of the Applied Biology Department

Future

Ready and Eager to continue advanced studies

Internship

Field-based Conservation Study Projects

Jun-Jul 2012

Education Department of Kadoorie Farm & Botanic Garden (KFBG)

- ◆ Determined water pollution level from livestock sewage
- ◆ Performed eco-tourism
- ◆ Organized and designed educational exhibition in Macau

Work Experience

Sales and Marketing Executive

Feb 2014 – Oct 2016

AMS International (HK) Ltd

~A Trading Company developing in Biotechnology Market

- ◆ Started up overseas distribution (in Asia country like Thailand) for Mainland Biotech company
- ◆ Provided technical laboratory demonstration of products
- ◆ Initialized Inventory system for biochem products
- ◆ Experienced in application for customs clearance and certificate registration in Hong Kong
- ◆ Designed and Prepared promotion materials for various demonstrations and exhibitions
- ◆ Involved in commercial expo like Medical Fair Asia (Singapore) & International Medical Devices & Supplies Fair (HK)
- ◆ Involved in registration of import certificates for products in countries including Thailand

Web-content consultant & editor

Dec 2014 – Sep 2015

Happy Way Travel Limited

~A Travel Agency Company exploring possibility in Medical Tour

- ◆ Studied on foreign medical caring procedure & Composed various package content including medical tour
- ◆ Performed website update and maintenance
- ◆ Built up promotion channels in different social media and Organized promotion event with foreign tourist office
- ◆ Handled domain rental and Activated mail system

Shop Manager

Jul 2013 – Jan 2014

i-Runners Ltd

~A Sportswear Retail Shop Focusing on High-end Athletic Gear

- ◆ Studied on products' feature and Analyzed the market trends
- ◆ Managed staffs and Provided product training
- ◆ Initialized POS system and Performed maintenance
- ◆ Organized events like competition sharing and stretching seminar
- ◆ Designed promotion materials (like Facebook pages and poster) for various events
- ◆ Wrote sale reports and Summarized prediction for future product purchase
- ◆ Coordinated with vendors for ordering and after-sale services

Other activities

Volunteer Coordinator

2013 – 2015

The Vibram® Hong Kong 100

- ◆ Maintain communication between volunteers
- ◆ Coordinated volunteers' desire & Arrange duties

Event financial Councillor

2011 – 2012

Council of Students' Union, City University of Hong Kong

- ◆ Reviewed and Approved activity proposals by Students Union executive Committees and all Union suborganization
- ◆ Managed the financial budget and fund allocation in various activities
- ◆ Reviewed the amendment by-laws of the Council

Financial Secretary

2010 – 2011

Executive Committee of the 18th Biology and Chemistry Society, City University of Hong Kong

- ◆ Arranged budget of events and Managed expense
- ◆ Coordinated with other committees during preparation (mainly in purchase aspect)
- ◆ Handled official financial applications
- ◆ Organized various activities with other committees

Projects & Exhibitions Involved in

2014 - 2016 The Vibram® Hong Kong 100

Volunteer Coordinator

Sep 2014 Medical Fair Asia 2014 - Singapore

May 2015 Hong Kong International Medical Devices & Supplies Fair 2015

Skills

Language:

Native speaker of Cantonese

Advanced in English, Mandarin and Japanese

Computer skills:

Proficient in Microsoft Office (Word, Excel, PowerPoint) & other common office software

Competent in Graphic Design & Edition software (Adobe Photoshop, Adobe illustrator)

Intermediate in POS system and Inventory system