

CHENGZHUO JIANG

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HOLD A VALID IANG VISA

CORE STRENGTHS

- **Promotion and organizational skills**

Successfully planned and executed various types of events (conferences, outdoor activities, etc.), with experience in full-process organization and promotion.

- **Experience in using office software**

Proficient in Microsoft Word and Excel, for data collection, analysis, and reporting. with regular use of Photoshop and Adobe Illustrator for graphic design and image editing. Additionally, skilled in Blender and are able to assist the team with model construction and file management for 3D print.

- **Communication and negotiation skills**

Quickly grasp leaders' directives, maintain an outgoing approach to proactively communicate with clients and leaders, convey feedback effectively.

WORK EXPERIENCE

Office Assistant - Hong Kong Science Park

Jun 2025 - Aug 2025

Hong Kong Center for Construction Robotics (HKCRC)

- Event planning and operational maintenance.
- Led the planning and implementation of 5+ diversified events (including conferences, outdoor activities, large-scale bootcamps, etc.), covering the entire process of pre-event demand research, process design, venue coordination, mid-event on-site coordination, personnel connection, and post-event effect review. The satisfaction rate of event participants reached over 90%.
- Using Ps/AI and poster design apps to create promotional materials for events, optimized publicity content based on social media.
- A versatile person, capable of handling tasks such as publicity, event planning, operation and maintenance, and graphic design.

English Teacher - Mainland China

Jun 2024 - Aug 2024

Imagine Learning

- By identifying shared interests to enhance pupils' engagement with learning English, and through communication with their parents to refine teaching approaches, ultimately achieved a high level of satisfaction from two pupils' parents.

EDUCATION EXPERIENCE

Master of Social Sciences in Comparative Public Administration (CPA)

Aug 2024 - Aug 2025

Lingnan University – Hong Kong

- This course has strengthened my ability to employ mathematical statistics and questionnaire surveys for policy formulation and analysis from a comparative perspective.
- Successfully organized several activities during this year, including outdoor activities and promotional events, and received positive reviews.
- As a teacher's assistant, help with organizing some guest meets, as well as computer debugging tasks within the classroom, etc.

- Led a team that successfully completed a design for a balancing trolley and won an excellent in the school competition among my major.
- During this period, participated in a career planning competition and won the third prize.
- Studied relevant courses in statistics and maths and can quickly adapt to working with numerical or financial statistics.

OTHER EXPERIENCE

Councillor Chung Kin Fung's internship program

May 2025 - May 2025

Member of Tuen Mun District Council District councillor office

7 Days

- Assist in collecting questionnaires to ascertain residents' needs and collate relevant data.
- Learning the developmental history of the Tuen Mun District Council and promote councillor Chung's achievements and aspirations.
- Attend the councillor's public promoting event and distribute brochures to citizens.

SOUL Keeper Activity

Oct 2024 - Nov 2024

The Friends of Scouting - Hong Kong

- Completed the training course of SOUL KEEPER (The course aims to assist in developing interpersonal communication skills and provide mental health support).
- Successfully organized an outdoor activity to the Wetland Park after finishing the course, the purpose of this activity is to help university students alleviate academic stress (Independently handled email marketing campaigns, poster design, and the associated cost calculations task).
- The event received widespread acclaim from participants and was granted a HKD \$1,000 subsidy from Lingnan University.

ADDITIONAL INFORMATION

- **Skills:** Event Planning, Microsoft Office, Windows Server, Adobe Ps/AI, C language, Auto CAD, Altium Designer, Blender, Canva.
- **Languages:** English (Fluent), Russian (Fluent), Mandarin (Native), Cantonese (Basic).
- **Certifications:** IELTS 6.5, Hong Kong Driving License.