

Hoi Ying CHAN, Venus



702-2150 Lawrence Ave East, Scarborough, M1R 3A7



647-458-9442



venushychan24@gmail.com

Personal Profile

- native in Cantonese, and proficiency in spoken and written English and Mandarin
- able to work on own initiative and as part of a team
- leadership and communication skills established through joining university activities and competitions
- outgoing, talkative and easy-going

Education

2022 Aug – Current Centennial College (Software Engineering Technician)

2019 Jan – Jun Exchange at the University of Surrey, UK

2016 Sept – 2020 July The University of Hong Kong BBA(Acc&Fin)

Core Qualifications

- excellent verbal and written communication skills
- proficient English (7.5 out of 9 in IELTS)
- brief knowledge of Korean
- adapt at carrying out instructions with accuracy
- proficient in MS Word, Excel and PowerPoint

Working Experience

Graduate Trainee at The Hongkong and Shanghai Banking Corporation
(Aug 2020 – May 2022)



- GTRF (BB) - Assist in District's initiatives and NCA exploration
- Risk (ASP Client Coverage) - Provide analysis on DPC deals & secondary loan sales
- Credit (IND1) - Assist in CARM writing & participate in client meetings
- Credit (ISP) – Handle client profiles & drive revenue growth in various products

Internship at The Hongkong and Shanghai Banking Corporation
(July 2019 – Aug 2019)



- coordinate different teams for communication in timely manner
- assist in issuing documents to align with CRS and FATCA
- modify procedures manual for effective process in account opening

Internship at Noble Partners CPA Company (Part-time)
(Sept 2018 – Dec 2018)



- prepare auditing documents for SME
- assist in the checking and revising process in accounting
- assist with the stock take process with clients

Internship at the Airport Authority of Hong Kong (Jun 2018- Aug 2018)

- actively participate in the recruitment process
- able to handle ad-hoc duties & administration work
- assist in daily operations of human resources department



Game attendant in The Great European Carnival (Part-time) (2017-2018)

- facilitate the operation of the carnival
- able to handle customers' complaints & provide satisfactory services



Internship at the Women's Foundation (Aug 2017)

- successfully hold events and prepare required materials for 50 secondary students in TEEN program
- able to compile and analysis 60 data to evaluate events' performance
- identify problems, propose solutions and verify feasibility of solutions



Part-time Waitress at 1963 Tree Limited (Jun 2016 – Dec 2017)

- serve customers in a timely manner
- take accurate orders and respond according to customers' needs
- develop great communication and corporation skills within the team

Extra-curricular activities

Big Brothers and Sister - TEEN Program in the Women's Foundation (2017-2018)

- facilitate and hold events for secondary school students
- being the mentor of the secondary school students
- able to acquire and make use of skills like debriefing and communication skills to conduct events successfully

Organizer of Flash Camp of Starr Hall, HKUSU (2016-2017)

- design detective game for participant
- facilitate and control the flow of the program

Walk With Drama Production Team - Set & Props Team (2016-2017)

- design settings and prepare props for the drama performance
- facilitate the scene change during the performance
- able to engage in teamwork during the preparation and on-show period

Team coordinator (Female) - The Softball Club, HKUSU (2016-2017)

- act as a bridge between the Sports Association and the university softball team and facilitate the weekly practice and competitions of the team
- successfully hold events with star players to promote softball to general public

Other experiences

Service trip to Nepal – Rotaract Club, HKUSU (2018)

- prepare materials and teach around 30 students in an interactive manner
- provide help to local schools together with 20 people