

Resume

Kuan Wong

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Profile

MS in Human Resource Management

Strength in Mathematics and analytical skills

Proven Ability to work in fast paced environment

Seeking Human Resource Internship

Education

Frank G. Zarb School of Business Hofstra University

Master degree in Human Resource Management,

Dec, 2013 GPA 3.61

Guangdong University of Technology, Guangzhou, China

Bachelor degree in Business English,

June, 2011

Work Experience

Hofstra University, Hempstead, New York

Jun, 2012- Jun, 2013 Resident Safety Representative

Effectively regulated the flow of residents and guests who entered the residence halls.

Ensured guests or residents had appropriate identification.

Bureau Veritas, Guangzhou, China

May, 2010- Jan, 2011 Quality Inspector

Conducted random inspection, examination and loading supervision in strict accordance with the employee procedures manual. Generated daily inspection reports accurately.

☐ Managed more than 200 packing lists in seven months with 0% overturn rate.

☐ Received favorable review from Senior Manager.

Activities

Led public relation group in Student Union with 100 plus students.

Responsibility: organize and communicate in the Student Union; seek sponsorship for events.

Held campus-wide events such as college sports meeting and New Year Party.

Volunteer

Red Cross, Zhuhai, China

Sept, 2011- Nov, 2011

Visited elderly and provided companionship to seniors.

SKILLS

☐ Proficient in Microsoft Office: Word, PowerPoint and Excel

☐ Fluent in English and Chinese