

# LEUNG SZE YAN

Business Administration  
(Human Resource Management Concentration)

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## PERSONAL PROFILE

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Chinese name: 梁詩欣

Gender: Female

Age: 20

## EDUCATION

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**Hong Kong Baptist University**

2017 - 2021

**South Tuen Mun Secondary School**

2011 - 2017

## WORKING EXPERIENCE

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**Clinic Assistant**

Primecare Medical Center | 2017 - Present

- assist the day-to-day operations
- provide clinical supports
- appointment booking
- answer patients' inquiry

**Tutorial Teaching Assistant**

Jump High Education | 2017

- provide the direct instructional services
- assist the teaching activities in class
- provide administrative supports

## ABILITIES

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- Strong interpersonal and communication skills
- Team player, as well as independently
- Event planning
- Easy to adapt the new environment
- Ability to work under pressure
- Familiar with social media platforms

## SPECIAL SKILLS

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- Good writing skills
- Fast typing in Pinyin, Simplified Cangjie and English
- Proficient at Microsoft (e.g. MS word, PowerPoint)
- Basic skills of Photoshop and Illustrator

## LANGUAGES

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Cantonese, English and Mandarin

## ACHIEVEMENT

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Best Chapter Gold Award | 2019

Responsible Citizen Award | 2019

The BEST Award of Wofoo Leader's Network

Bronze Award | 2017

Star of Literature Hong Kong Section

- Writing Competition for Chinese Students in Mainland China and Hong Kong