

Resume

Name : Tsang Tung-yan(曾 潼恩)
Address : LAM TIN
Date of Birth : 12-06-1994 (AGE : 21)
Tel. No : 93060012
Gender : Female
E-mail : tungyan612@hotmail.com
Nationality : Chinese HKSAR

Schools Attended

2007-2013 S.K.H Leung Kwai Yee Secondary School(Form 1 to Form 6)
2013-2014 Institute of Advanced Learning (Certificate In English Language Skills Enhancement)
2014-2015 Hong Kong Professional Aviation Academy (Diploma in Airline Services and Hospitality Operations)

Academic/Professional Qualifications

2004 Conservation chapter
2004 WAGGGS WATER
2005 Computer(Low-level) chapter
2006 Hostess chapter
2006 Entertainer chapter
2006 Language chapter
2013 Hong Kong Diploma of Secondary Education Examination
Chinese Language (3) Liberal Studies (2)
English Language (2) Information and Communication Technology (2)
Mathematics (1) Visual Art (2)
2014 International English Language Testing System (4.5)
2015 Hong Kong St. John Ambulance First Aid Course (PASS)

Honors and awards

2006 The Hong Kong GIRL Guides Association Outstanding Girl Guides Award 2006

Work Experience

Sep 2014-Present Personal Tutor (Tuition Level : K.2-F.2) Place : Anywhere in H.K.
Duties involved:
Responsible to capable of teaching / assisting students to complete homework and dictation revision;
teaching / assisting students practicing different exercise as well as preparing the students for tests
and examination
Jul 2015 Receptionist in Press Mark Media Limited (Part Time) Place: Wanchai
Assisted in 2015 book fair
Aug 2014-Nov 2014 Receptionist in Press Mark Media Limited (Part Time) Place: Quarry Bay
Duties involved:
Served as receptionist;

Handled telephone calls;
Processed subscriptions matters & entered subscription data;
Answered inquiries about subscriptions

Apr 2013-Aug 2014 Receptionist in Press Mark Media Limited (Full Time) Place: Quarry Bay

Duties involved:
Handled telephone calls;
Assisted in 2013 & 2014 book fair;
Processed subscriptions matters & entered subscription data;
Answered inquiries about subscriptions

Extra-curricular Activities

School volleyball team member
School association Blue house clerk
Class committee clerk
Graffiti class member
Paper-cut art member
The Hong Kong Jockey Club Point to Point Site Specific Art Project
Leader for F.6 Graduation Camp

Languages

English, Mandarin, Cantonese

Other skills

: Chinese word processing 39 w.p.m
English word processing 21 w.p.m
Proficient in POS, Outlook, MS Word, Excel, PowerPoint and Chinese Word Processing, Photo impact

Interests

: Volleyball , Squash , Drawing

Availability

: Immediate

Referees

: Available upon request