

Sample A: For general position

Lee, Mei Mei Mary

Tel: 9113 2111/Email: Maylee_mm@gmail.com

EDUCATION

City University of Hong Kong

2018-Present

Bachelor of Arts in Translation and Interpretation

WORK EXPERIENCE

Fast Mall

Jan – Dec 2019

Marketing Assistant (Part-time)

- Created bilingual written and visual content for the on-line shopping platform for product marketing.
- Produced featured articles, posts, interviews, photos on social media platforms (Instagram, Facebook and Twitter) to promote seasonal themes, resulting in 30 to 50% increase in number of followers.

Nation Insurance Company Limited

Jun – Aug 2018

Summer Trainee – Customer Service (Claims Department)

- Handled customers' enquiries tactfully via hotline and email regarding claims procedures, policies and status; co-ordinated with different teams to resolve customers' problems.
- Consolidated monthly dashboard on statistics for enquiries received and service turnaround time, with observations & trends presented concisely in the monthly report.

EXTRA-CURRICULAR ACTIVITIES

English Society, City University of Hong Kong

Sept 2019 - Present

Vice-President

- Plan and organize annual events including orientation camp, creative writing competition and high-table dinner; design activities, invite guests & sponsors and manage the overall event logistics.
- Promote the society and its brand on campus and social media platforms.

SKILLS

Language

English - (Fluent, IELTS 8.0) Chinese – Mandarin (Fluent) & Cantonese (Native)

Japanese –(Basic)

Computer

Microsoft Offices Adobe Photoshop VSDC Video Editor Wordpress

Sample B: For engineering/STEM position

CHEUNG, Chi Keung Alex

Tel: 9222 3331/Email: alex_cck@gmail.com

PERSONAL PROFILE

A Mechanical Engineering graduate with 6 months of internship experience, passionate about product development, rapid prototyping and human centred design, with practical experience in robotics and automation. Possess excellent communication skills, keen to meet new challenges and thrive working both in a team and independently.

EDUCATION

City University of Hong Kong 2016-2020

Bachelor of Engineering in Mechanical Engineering (CGPA 3.5/4)

Course highlight

Engineering Analysis, Mechanics of Materials, Dynamics of Machinery, Measurement and Instrumentation, Mechanical Engineering Thermodynamics, Industrial Processes, Elements of Material Engineering, Machine Design, Thermal Systems Laboratory

Design Project

- Completed senior project at DEF Company, a manufacturer of machine tools for the sheet metal industry.
- Designed straight hand seamer used in bending, seaming and flattening sheet metal with a team in the Engineering Department.
- Created models using SolidWorks and participated in cross-functional product-development meetings.
- Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer. Product is currently in preproduction testing phase.

Technical University of Munich, Germany

Aug-Dec 2017

Academic Exchange

WORK EXPERIENCE

XYZ Manufacturing Ltd., Hong Kong.

Jun-Aug 2019

XYZ Manufacturing is a Hong Kong based global provider of products, services and systems to the oil and gas industry with subsidiary companies in over 20 countries.

Mechanical Engineering Intern

- Supported R&D department to reduce cost and increase revenue with 30%.
- Reduced the cycle time of pre-cured rubber strip by 1 minute per batch by time and motion analysis.
- Applied HVAC systems at more than 2 hospitals, 3 offices, and more than 3 party halls.

Heller, Hong Kong*Jun-Aug 2018*

Heller is one of the world's largest suppliers of technologically advanced aerospace and defence products.

Summer Trainee

- Collaborated with several functional teams in reducing the assembly time of 3D printers by 40% by designing, programming and building machines.
- Utilized Excel to update Standard Work Sheets for 3 programs; TRENT 800, CF6-90 E6 & CD36-12E.

EXTRA-CURRICULAR ACTIVITIES

Innovation Challenge Cup*Jan – Jun 2020*Finalist

- Designed and developed a 360-degree flexible drilling machine which can be mounted on a table or wall and used to drill holes at difficult angles.
- Created the prototype by 3D printing and presented to the judging panel; successfully made an entry into the Top 10 finalists out of 100 teams.

AIIESEC, City University of Hong Kong*Sep 2017 – Mar 2018*Branding and Marketing Executive

- Formulated marketing strategies to promote overseas exchange.
- Conducted market research to identify students' needs and worked with various exchange offices to enhance students' exchange experience.

City-Youth Empowerment Project*Sep-Dec 2016*Participant

- Provided academic tutoring & organized fun activities to youth with Special Education Need (SEN) to enhance their academic performance and social skills.

AWARDS

City University of Hong Kong, Dean's List*2018***Joint University Basketball Competition, Champion***2017***SKILLS**

Languages

Cantonese (Native), Mandarin (Fluent), English (Fluent)

Computer Programs

AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel, MS PowerPoint

Machining and Welding Tools

CNCs, mills, lathes, angle grinders, plasma cutters, oxy-acetylene torches, arc welders, band saws, grinders, shears, drill presses, chop saws, etc.