

▶ JIMMY TONG

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6120 2013

SUMMARY

Recent graduate with a Computer Engineering Degree and some relevant experience in the field. A sound background in electronics and data communications as well as extensive training in structured programming techniques such as Pascal, Visual Basic, Java, C/ C++.

EDUCATION

Hong Kong University of Science and Technology, 2011-2014

Bachelor of Engineering (Honours) in Computer Engineering

EXPERIENCE

IT Summer Intern, EY Solutions Ltd.

Jun - Aug 2013

- ▶ Provided daily IT support to 25+ end users, including software installations and upgrades
- ▶ Performed diagnostics and troubleshooting of system issues and documented help desk resolutions
- ▶ Assisted in checking and updating hardware and software inventory and records bi-weekly
- ▶ Assisted in preparing 10 sets of user manuals and other supporting documents as required

TECHNICAL SKILLS

- ▶ **Software:** MS Project, MS Office, Lotus Notes
- ▶ **Databases:** Oracle PL/ SQL, MS Access
- ▶ **Programming:** Pascal, Visual Basic, Java, C, C++
- ▶ **Systems:** UNIX, Windows XP/ Vista/ 7, Mac OS

EXTRACURRICULAR ACTIVITIES

Mentor, Student Mentorship Program (HKUST)

2012-2013

- ▶ Provided competent and reliable mentorship to freshmen within the Computer Engineering program
- ▶ Acted as a source of information and feedback while guiding students in developing a network of contacts and accessing other useful resources

LANGUAGES

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