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|  | 🞂**CINDY LEUNG**cindy.leung@gmail.com9123 2009  |

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|  | Education**Hong Kong University of Science and Technology, 2011-2014**BBA (Honours) in Marketing and Information Systems, GPA 3.5ExperienceStudent Placement, T & J Banking Group Ltd. Aug 2012 - 2013* Provided daily administrative support to the team, such as meeting agenda preparation and team information collaboration
* Prepared user guides, administrative guides and test cases, performed testing, designed user interface prototypes for system enhancement
* Administered SharePoint site and TeamRoom to enhance team collaboration and communication
* Participated in support in banknotes, corporate trust and several loan agency systems

**EXTRACURRICULAR ACTIVITIES****Linguistic Society (HKUST Student Union), 2012/2013** * Organised an exhibition on Local Cultures, Food and Drinks, including information collection, display decoration, mini-games design and introduction
* Interacted with a diverse group of people of different nationalities by joining 10+ club events

**Drama Society (HKUST Student Union), 2011/2012*** Participated in the Graduation Performance 2011 for an audience of 500+
* Co-operated with 15 team members in designing storyboard concepts, costume, sound effects, etc
* Worked with several other parties (e.g. lighting and properties) to construct stage sets as required

**TECHNICAL Skills*** **Software:** Microsoft Office (Word, PowerPoint, Excel & Access)
* **Databases:** Oracle PL/ SQL
* **Programming:** Java, HTML, XML, CSS

**Languages**Cantonese (Native)　　English (Fluent)　　Mandarin (Fluent)　　French (Basic) |