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|  | 🞂**CINDY LEUNG**  cindy.leung@gmail.com  9123 2009 |

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|  | Education  **Hong Kong University of Science and Technology, 2011-2014**  BBA (Honours) in Marketing and Information Systems, GPA 3.5  Experience  Student 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) |