

►CINDY LEUNG

cindy.leung@gmail.com

9123 2009

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)