

JESSICA LEE

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SUMMARY

Goal-oriented, collaborative training professional with 2+ years of experience in managing manpower and upgrading competence of both new and existing staff. Well-organised personality with clear business objectives in mind.

EXPERIENCE

Training & Development Assistant, Neo World International Ltd.

Sep 2012 - Present

- Assisted in planning and implementing 50+ in-house training programs per year to improve competitiveness and commitment of 80-100 frontline staff
- Leveraged social media including Facebook and Instagram to enhance employee engagement for various staff engagement activities
- Managed pre- and post-training logistics with 20+ internal or external parties to enable smooth delivery of training courses
- Maintained and updated all training materials to be in line with the latest operations development and employee training records
- Analysed 100+ sets of evaluation data monthly to determine the effectiveness of learning pathways, and offered suggestions for improvement

EDUCATION

Open University of Hong Kong, 2009-2012

Bachelor of Business Administration in Human Resources Management

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES

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

AVAILABILITY

One month's notice