

PROFILE

Human resources expert with strategic and organised management skills with 3+ years of experience in the field of Learning and Development. Extensive network of local top-notch training consultants. Demonstrates strong interest in helping people to learn and develop.

EXPERIENCE

Assistant Training & Development Officer, KAL Asia Limited

May 2011 - Present

- ◆ Formulated and implemented L&D strategies by designing 50+ modules annually covering sales techniques, product knowledge, branding, market intelligence, etc
- ◆ Liaised with 30+ external vendors and training consultants to organise diverse training programs and staff engagement activities for 200+ internal clients
- ◆ Facilitated annual training plans and budgets; prepared and consolidated statistical reports and quarterly feedback surveys of the training curriculum
- ◆ Performed periodic training needs analysis by working closely with 10+ line managers and trainers to identify training initiatives and strategies for staff development

ACHIEVEMENTS

- ◆ Reduced turnover rate by 5% within 6 months by introducing and implementing new L&D strategies
- ◆ Enhanced overall training standards by acquiring new partnerships with 5+ top-notch local and overseas training consultants

EDUCATION

City University of Hong Kong, 2012-2014

Master of Social Sciences in Applied Psychology

Hong Kong Baptist University, 2008-2011

Bachelor of Business Administration (Honours) in Human Resources Management

COMPUTER SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

Adobe Creative Suite (Dreamweaver, Photoshop, Illustrator)

LANGUAGES

Cantonese (Native) | English (Fluent) | Mandarin (Fluent) | Korean (Intermediate)
