Mobile: 9123 2024

jovita.law@gmail.com

**JOVITA LAW**

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| **summary** |  | Well-mannered, responsible professional in community work in high-pressure environments with 3+ years of experience in collaborating with other healthcare specialists to offer ongoing and patient assistance to people in need. |
| **Experience** |  | Community Worker, Love ActionJun 2012 - PresentAdministered the social website of the company and updated the website with information on the latest events twice a monthArranged accommodations for elderly, who either live alone or have the needs to be admitted to subsidised homes for the elderly, within 1 monthAssisted in the seasonal recruitment of about 50 volunteers each turn, offering them training programs and sessionsLiaised with the external parties such as government departments and other not-for-profit organisations to organise the “Help for Cancers” projectAssistant Community Worker, HK Children & Youth SocietyJun 2011 - May 2012Contacted a total of 15 secondary schools in Mong Kok to organise seminars for 500 students on the topic of “Drug Addiction” in 2011Stationed at the community centre 3 days a week to lead cell groups, host outbound events and give in-time guidance to teenage membersOffered 10+ career path exploring workshops in 2011 with technical advice and emotional assistance to fresh graduates who are less equipped |
| **Education** |  | University of Hong Kong, 2008-2011Bachelor of Arts (Honours) in Social Work |
|  **skills** |  | Microsoft Office (Word, PowerPoint, Excel & Access) |
| **languages** |  | Cantonese (Native)　|　English (Proficient)　|　Mandarin (Proficient) |
| **availability**  |  | One month’s notice |