

JOVITA LAW

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 Action**

Jun 2012 - Present

- Administered the social website of the company and updated the website with information on the latest events twice a month
- Arranged accommodations for elderly, who either live alone or have the needs to be admitted to subsidised homes for the elderly, within 1 month
- Assisted in the seasonal recruitment of about 50 volunteers each turn, offering them training programs and sessions
- Liaised with the external parties such as government departments and other not-for-profit organisations to organise the "Help for Cancers" project

Assistant Community Worker, HK Children & Youth Society

Jun 2011 - May 2012

- Contacted a total of 15 secondary schools in Mong Kok to organise seminars for 500 students on the topic of "Drug Addiction" in 2011
- Stationed at the community centre 3 days a week to lead cell groups, host outbound events and give in-time guidance to teenage members
- Offered 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, 2008-2011**

Bachelor 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
