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|  | **OLIVIA NG**olivia.ng@gmail.com**|**9123 2023 |
| profile | Responsible and collaborative facility officer with 3+ years of experience in coordinating office tasks, liaising with external suppliers and monitoring site work with maintenance. Patient and devoted personality to fulfil missions of the company. |
| Experience | **Facility Officer, Caring Arts Centre (CAC)**Jun 2012 - PresentPlanned, coordinated and supervised maintenance work on the premises, including contacting specialists once a week for updatesEnsured that site progress was monitored well enough with the fulfilment of standards promptly, usually within 2 weeksAssisted in liaising with 10+ experts per case, which included consultants, suppliers and end-users for outsourced contract work**Facility Officer, Kowloon Home for Elderly** May 2011 - Jun 2012Monitored the progress of any renovation work within the home to ensure it was up to the standards of the official guidelinesProvided technical advice to management and resolved problems with respect to maintenance work during the annual renovationTook responsibility in about 10+ projects jointly organised by 3 more homes for the elderly to arrange venues Recruited security officers and maintained alarm functions on the premises to ensure the safety of the elderly |
|  qualificationS | **Hong Kong Polytechnic University, 2008-2011**Bachelor of Arts (Honours) in Social Policy and Administration**Hong Kong Community College, 2006-2008**Higher Diploma in Service Management |
| skills | Microsoft Office (Word, PowerPoint, Excel & Access) |
| languages | Cantonese (Native), English (Proficient), Mandarin (Intermediate) |
| availability | One month’s notice |