

LILY CHUNG

SUMMARY Flexible and capable event-coordinating professional with 2+ years of experience in managing projects with strong integrity and a collaborative spirit. Sophisticated in resolving problems and hitting project deadlines with tight schedules.

EXPERIENCE **Project Coordinator, MGC Volunteer Service**
Jun 2012 - Present

- Led and initiated a project named "Love the Kids 2014," arranging for 500 corporate volunteers to visit 10 orphanages annually
- Managed funding for 5 community projects that involved participation of 100+ local families with complementary event management skills
- Monitored the resource allocation, work progress and budget control of 5+ annual campaigns with participants of 100 to 1,000
- Monitored and updated website content through Content Management System (CMS) for online promotion, electronic news and online directory

Project Assistant, Go Green Association
Jun 2011 - May 2012

- Coordinated with 50+ supporting parties and volunteer groups to ensure smooth running of 10 community events and fundraising programs
- Liaised with internal design unit in preparation of various promotional materials including leaflets and newsletters, which added up to 100K+ copies
- Provided full administrative support to the team in the areas of member's portfolios, on-site and off-site meetings, calendar management, etc

EDUCATION **Hong Kong Institute of Education, 2009-2012**
Bachelor of Arts (Honours) in Human and Organisational Development

SKILLS Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

AVAILABILITY One month's notice
