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|  | **HARRIET KUNG**  harriet.kung@gmail.com**|**9123 2009 |
| profile | Well equipped recent graduate with exceptional experience in the field of Human Resources. Recognised for professionalism, resourcefulness and competence in resolving problems and hitting project deadlines with tight schedules. |
| EDUCATION | **Hong Kong Baptist University, 2011‐2014**Bachelor of Business Administration (Honours) in Human Resources Management**College of International Education (HKBU), 2009-2011**Associate of Arts in Bilingual Language and Literature Studies |
| EXPERIENCE | **Human Resources Intern, JW Consulting Group Ltd.**  Jun-Aug 2013   * Assisted in personnel support administration work with respect to recruitment, compensation & benefits, leave & attendance * Managed pre‐ and post‐training logistics with 5+ internal or external parties to enable smooth delivery of training courses * Maintained and updated all training materials to be in line with the latest operations development and employee training records * Leveraged social media including Facebook and Instagram to enhance employee engagement for 3 staff engagement activities |
| EXTRA-CURRICULAR ACTIVITIES | **Mentor, Student Mentorship Program (2012/13)**   * Provided competent and reliable mentorship to 5+ first-year students within the Management Department * Acted as a source of information while guiding students in developing a network of contacts and accessing other useful resources |
| SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access) |
| languages | Cantonese (Native), English (Proficient), Mandarin (Intermediate) |
| availability | One month’s notice |