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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
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| 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
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| SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access) |
| languages | Cantonese (Native), English (Proficient), Mandarin (Intermediate) |
| availability | One month’s notice |