



Yuen Wai Ying, Jeanie

Email: jeanieyuen7200@gmail.com

Contact no.: 66552002

Working Experience

inMotion Truck Show – Supervisor

China Citic Bank International ~ 1st May 2019 – 21st July 2019

- ⊕ Lead and monitor working process for the promotion team
- ⊕ Coordinate and schedule working roster for a team of 10+ people

I-Bank TechNet Conference 2019 – Floor Manager

Goldman Sachs ~ 21st May 2019 – 23rd May 2019

- ⊕ Organize and manage the meeting rundowns of the day to ensure smooth operations
- ⊕ Register for 200+ guests for meetings

Rugby 7 2019 – Suite Manager

BNP ~ 5th Apr 2019 – 7th Apr 2019

- ⊕ Logistic & stock management of snacks and souvenirs
- ⊕ Register for 200+ guests

Paws by the Sea 2019 – Stage Manager

Stanley Plaza ~ 30th Mar 2019 – 31th Mar 2019

- ⊕ Provides stage directions and cues to candidates and guests
- ⊕ Assists in setting up props and other items for the competition and performance

I-Bank China Conference 2018 – Group Meeting Manager

Goldman Sachs ~ 5th Nov 2018 – 8th Nov 2018

- ⊕ Organize and manage the meeting rundowns of the day to ensure smooth operations
- ⊕ Register for 200+ guests for meetings

The Armani Box – Event Supervisor

I-DNAsia Communications & Production Co. ~ 11th Sep 2018 – 25th Sep 2018

- ⊕ Lead and schedule working time for a team of 20+ people
- ⊕ Guide and ushers 100+ KOLs for promotions of the new foundation cushion

Genifique 10th Anniversary – Lancôme Pop-Up Store Supervisor

L'Oréal Group ~ 20th Aug 2018 – 30th Aug 2018

- ⊕ Arrangement for the daily promotion campaign
- ⊕ Coordinate and schedule working roster for a team of 10+ people

Part-Time Salesperson

UNIQLO HK ~ 8th June 2016– 21st Mar 2019

- ⊕ Maintain brand and operational standards
- ⊕ Assist management to identify and resolve issues in the store
- ⊕ Assist new staff training

Education & Qualifications

Bachelor of Communications - Public Relations & Advertising (Hon)

Hong Kong Baptist University ~ 2017 - Present

Expected year of graduation: 2021

cGPA: 3.25/4.0

Associate Degree of Creative Communications

HKBU College of International Education ~ 2016 - 2017

cGPA: 3.69/4.0

HKDSE

HKSYCIA Wong Tai Shan Memorial College ~ 2010 – 2016

Chinese (5), Biology (5)

Japanese-Language Proficiency Test (JPLT)

Society of Japanese Language Education Hong Kong ~ 2016

N3

IELTS

Overall band score: 6.5

Exposure

Secretary, Students' Society

HKBU College of international Educations ~ 1st June 2017– 31st May 2018

- ⊕ Organize 10+ activities throughout the year 200+ members
- ⊕ As the PIC of Orientation Camp for freshmen and lead a team of 20+ people

Vice President, Students' Society Council

HKBU College of international Educations ~ 1st June 2018– 31st May 2019

- ⊕ Guiding the next Students' Society committees in running smooth and successful events
- ⊕ Supervising regular meeting of the 2018/2019 Student's Society

Languages & Skills

⊕ Cantonese – Native
⊕ English – Native
⊕ Mandarin – Native
⊕ Japanese – Intermediate

⊕ Adobe Photoshop
⊕ Adobe Premiere Pro
⊕ Microsoft Excel
⊕ Microsoft PowerPoint
⊕ Microsoft Word