

Chan Tai Man

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Profile

I am a second-year student, studying Business Management and I am passionate in marketing and management, especially in event planning and project management – project manager of the Project Management Society.

Education and Qualifications

OOO University

Bsc(Hons) Business Studies

Oct 2017 - July 2020

Specialise in Management Science

OOO Secondary School (Hong Kong)

Economics and Commerce

Sept 2012-July 2017

Work Experience

Waitress, OOO Restaurant, Hong Kong

August 2018 - September 2018

- Greeted and escorted customers to their tables
- Delivered food and beverages
- Made menu recommendations

Summer Internship, OOO LIMITED

July 2018 - August 2018

- Worked with other colleagues and done few presentations
- Site visiting (Bank, Hospital)

Sales, OOO Fashion, Hong Kong

July 2017 - September 2017

- Greeted customers entering the shop to ascertain what each customer wanted or needed
- Answered product questions with up-to-date knowledge of sales and shop promotions

Cashier, OOO Supermarket, Hong Kong

June 2017 - July 2017

- Refilled and rotated items on shelves to maintain well-stocked inventory
- Scanned shelves and product cases for expired stock and discarded outdated items

Languages and Qualification

ICT

- Digital Skills Certificate – OOO University

Language

- The International English Language Testing System IELTS 2017 – overall 7.0
- English (Fluent), Mandarin (Fluent), Cantonese (Native)

Music

- Grade 8 Flute
- Grade 8 Piano

Voluntary Experience

Total: 60 hours

Volunteer of OOO Association

2012-2017

- Prepared and organized some activities with the elderly
- Visited the elderly home and chatted with them

Member of Community Youth Club

September 2014 - July 2016

- Communicated with elderly and children

Volunteer in OOO, Habitat Conservation

June 2018

- Brought back local species
- Supported habitat reconstruction

Extracurricular Activities

Student Ambassador of OOO University Management School

Oct 2017 - Present

- Introduce OOO University to different people
- Helped with regular prospectus, offer letter and campaign mail outs

Participant of the OOO Leader Programme

April 2018

- Met various kind of people from different culture and background

OOO Career Mentorship Programme

Oct 2018 – Now

- Regular meeting with mentor (OOO project manager)