

# Lee Tsz Lai, Jenny

Phone: (+852) 6445xxxx | E-mail: jennyleex@gmail.com | Address: Flat D, x/F, Block x, Vista Paradiso, Ma On Shan, HK.

## OBJECTIVE

To secure an entry position in an IT company that offers me opportunities to demonstrate my knowledge, challenge my skills and enhance my training.

## EDUCATION

**The Chinese University of Hong Kong (CUHK)** Sept 20xx – Present  
Bachelor of Engineering in Information Engineering  
Expected Graduation: June 20xx  
CGPA: 3.xx/4.00  
Relevant Projects:

- Assembled a self-autonomous robot which can catch ping pong balls and follow the path given by coding (Group Project)
- Created a vending machine programme in the course Problem Solving by Programming (Individual Project)

**HKU Space Community College** Sept 20xx – Jun 20xx  
Associate Degree of Engineering  
CGPA: 3.xx/4.00

## WORK EXPERIENCE

**Risksis Technology** Jul 20xx – Present  
Part-time Web Designer

- Design and develop a website using mainly HTML and CSS languages
- Maintain the website and develop new features to improve the layout

**Lucullus Food & Wine Co. Ltd.** Jul 20xx – Sept 20xx  
IT Assistant Intern

- Updated product information in social media, e.g. Facebook and YouTube
- Installed and renewed computer hardware in office

## EXTRACURRICULAR ACTIVITIES

**United College Orientation Camp 20xx, CUHK** Jun 20xx – Aug 20xx  
Vice President in Technical Department

- Planned the rundown to ensure a smooth flow of events
- Booked and ordered all essential materials for the orientation camp for over 350 students.

**Engineering Society, CUHK** Feb 20xx – Jan 20xx  
Internal Vice President

- Responsible for organizing on-campus activities for 100+ engineering students, e.g. orientation day
- Gained experience in planning, job allocation and coordination

## SKILLS

**Language Skills**

- English (Fluent), Cantonese (Native), Mandarin (Familiar), Japanese (Basic)

**Computer and Technical Skills**

- Programming: Languages: C/C++/C# (Advanced), Python (Advanced), HTML/CSS/JavaScript (Advanced), Java, PHP/MySQL (Intermediate)
- Technical Skills: NodeJS, Linux, VMWare WorkStation Player