**CHAN Tai Man (Peter)**

***CV Template for Students***

Contact Number: 9xxx xxxx Email: taimanchan@hotmail.com

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| **SUMMARY** | |
| * Outgoing and energetic person who loves meeting people and participating in team sports * Business student with a genuine interest in marketing and customer service * Accumulated 2 years of working experience in marketing field * Part-time customer service and operational experience with bank *(Pls write about your personality, strengths / relevant experience that could help you in getting the offer. Don’t use the word “I” when compiling your points.)* | |
| **EDUCATION** | |
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| Sep 2015 – Present | **Lingnan University** |
|  | **Bachelor of Business Administration (Hons) - Major in Marketing** |
|  | *(expected in June 2019) (if you have no major, don’t need to mention)*  *cGPA: 3.8/4 (please mention your cGPA if it is 3 or above)* |
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| **AWARDS** *(Omit this part if you don’t have any)* | |
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| Jun 2017 | **Dean’s List**, Lingnan University |
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| Jun 2014 | Silver Award for Volunteer Service – awarded by Social Welfare Department |

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| **WORKING EXPERIENCE** | |
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| May 2016 – Present | ***Part-time Marketing Assistant*, ABC Company** |
|  | * Handling marketing logistics & coordinate shop administration work to provide full support for related marketing operations * Supporting logistics for digital marketing , e-commerce & social media * Assisting in administration and implementation of programmes and event |
| Sep 2015 – Mar 2016 | ***Part-time Customer Service Representative, ABC Bank*** |
|  | * Handling customer enquiries * Cross-selling different products to customers |
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| **EXTRA-CURRICULAR ACTIVITIES** | |
|  | *(can include activities during secondary school & services joined outside school)* |
| Mar 2016 – Mar 2017 | ***Vice President*, Lingnan University Hostel X Association** |
|  | * Planning and organizing hostel activities like the annual Hostel Orientation Camp, President’s Cup and High Table Dinner |
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| Jun 2016 – Present | **Member of Buddies Scheme, Office of Global Education, Lingnan University** |
|  | * Assisting the operation of orientation activities and services organized for international students |
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| Sep 2012 – Jun 2015 | **Volunteer & Member, Chinese YMCA of Hong Kong** |
|  | * Organizing and providing voluntary tutorial classes to primary students; running weekly sports and team activities for kids and teenagers |
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| **SKILLS** | |
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| Language Skills | **English**: good in written and spoken English (IELTS: 6.5) |
|  | **Chinese**: fluent Cantonese, Putonghua and Shanghaiese  **Korean**: elementary level |
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| Other Skills | Driver’s license (obtained in Aug 2016); |
|  | Piano playing: attained Grade 8 |
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| **HOBBIES** *(You can include this part if you don’t have much to write about)* | |
| Playing volleyball; Swimming; Reading | |