

Kwok Kam Yan

* Personal contacts are not listed in this online version of résumé.

PROFILE

With previous extra-curricular activities and overseas exchange exposures, my exceptional interpersonal skills let me establish excellent social network with co-worker easily. Equipped with both business knowledge and technological skills obtained by dual degree program, plus the experience of being a vendor support for hedge funds, I am strongly interested in pursuing career in financial investment operations.

EDUCATION

- 2006 - Present **The Hong Kong University of Science and Technology**
Dual Degree in Technology and Management
BBA in General Business Management and BEng Computer Science
Graduated Jun 2010, Second Class Upper Honors
- 2007 - Present **The Baron School of Music**
Diploma of Music Composition and Production (Modules I-IV)
- 2000 - 2006 **Wa Ying College**
Arts Stream
Hong Kong Certificate of Education Examination: 6A's and 2B's (top 0.3%)
Admission to HKUST through the Early Admissions Scheme (Exempted from HKALE)

ACADEMIC EXCHANGE

- 2008 Fall **École Supérieure de Commerce de Rouen, France**
Whole semester exchange
'A' range in all courses including French language, Int. Economics and Brand Marketing
- 2007 Summer **立命館アジア太平洋大学, Japan**
Business study tour held by School of Business and Management

WORK EXPERIENCE

- 2010 Aug - **Linedata Service (H.K.) Ltd, Support Consultant (FundManager Support Division)**
- Provided consultancy to hedge funds and other financial institutions
 - Trained to understand the concepts of portfolio management system and trading cycles
- 2009 Summer **Hong Kong Airport Authority, Summer Trainee (Human Resource Department)**
- Created an impactful courseware for training of airport terminals' staff
 - Assisted IT operation in H.R. department and re-constructed the Procedure Menu
- 2008 Summer **Cathay Pacific Airways Limited, Web Assistant (Marketing Department)**
- Responsible for a website revamp project
 - Support the interactive team on migrating the Asia Miles website to the new content management platform and the uploading of content to the system

KEY POSITIONS HELD

- 2009 **HKUST School of Business and Management, Participant of Exchange Buddy Program**
- 2007 - 2008 **HKUST Psychology Society, Cofounder and Internal Secretary**
- Prepare meeting minutes and announcement emails to members
 - Held a joint-society film night function
- 2005 - 2006 **Wa Ying College Computer & I.T. Promotion Unit, Head**
- Responsible for holding all meeting with other committee members
 - Responsible for organizing all meeting and functions including a big freeware exhibition
- 2005 - 2006 **Wa Ying College Student Christian Fellowship, Chairman**
- Responsible for holding all meeting within the fellowship
 - Responsible for organizing all functions including weekly worship
 - Plan and lead the whole summer camp
 - Maintain and update the webpage of Student Christian Fellowship

- 2005- 2006 **Wa Ying College Student Union Technical Support Group, committee member**
- Responsible for updating news on the website of Student Union
 - Set up a online singing contest application system

EXTRA-CURRICULAR ACTIVITIES

- 2005- 2006 **HKUST School of Business & Management, Participant of Exchange Buddy Program**
- Assisted an American exchange student to adapt the life in Hong Kong
- 2005- 2006 **Wa Ying College Student 6A Class Committee, Treasurer**
- Prepare budget for various activities and regulate the cash flow in the class
 - Prepare annual financial statements
- 2005- 2006 **Wa Ying College Class 6A, Monitor**
- 2006 *Millennium Entrepreneurship Programme VI*
- 2005 **Wa Ying College, Participants of the school Leadership Training Camp**
- 2005 **LoveFaithHope Charitable Foundation, Sunshine Project - Tree and City**
- 2003- 2004 **Wa Ying College School Choir, Member**
- 2002 **Wa Ying College 30th Anniversary Variety Show, Member of Back Stage Team**
- 2002 **Wa Ying College 30th Anniversary Open Day, Helper of Booths of Physics**
- 2001-2002 **Wa Ying College Stamp Collecting Group, Committee member (Webmaster)**

OUT-CAMPUS COURSES

Dai-ichi Japanese Language and Culture School

2010 日本語高級課程

Feva Works IT Education Centre

2010 數碼單鏡反光相機攝影入門課程

2005 暑期日間MCSE認證課程

The Prudential Assurance Company Limited

2008 2008 Summer Internship Program by Bullet Career Development Team

Hong Kong Institute of Marketing (HKIM)

2008 品牌「防衰老」工作坊 (A total of 7 CPD hours)

The Hong Kong Academy for Performing Arts (HKAPA)

2007-2008 Theory of Music Grades 6-8

Spare-Time Study Centre

2007 Japanese Proficiency Test Preparatory Course (Grade 3&4)
Japanese Proficiency Test Preparatory Compact Course (Grade 3&4)
Interior Design Basic

2006 Elementary Harmonic Singing Training
Advanced Harmonic Singing Training

2005 Certificate Course for Micro-computer Installation Technicians
Effective Course of Music Theory (Grade1-5)

2001 Advanced Computer for Secondary Students

Tom Lee Music Keyboard Club

2007 Intensive Digital Piano Course (Beginner and Intermediate)

COMMUNITY SERVICE

- 2006 **Cleaning work for the living-alone elders** (with Student Christian Fellowship)
- 2004 **The Methodist Church, Flag Seller**

AWARDS/ CERTIFICATIONS

- 2009 Best Paper Award for IELM311 Engineers in Society Fall 2009, Department of Industrial Engineering and Logistics Management

- 2008 Selected **Best Team** in the Persuasive Presentation Competition, HKUST Language Centre
- 2007 Certificate of Achievement in reaching **Final round** of Business Case Challenge, Ritsumeikan Asia Pacific University
- 2007-2008 Certificate of Attendance, **Japanese I & II and French I** Language Courses, HKUST Language Centre
- 2006 **University Scholarship**, HKUST
- 2006 Wa Ying College Music Contest (Pop Group Singing) 2006, **Champion**
- 2006 **Certificate of Appreciation**, 2005/06 Statistical Project Competition for Secondary School Students, Hong Kong Statistical Society
- 2005-2006 **Certificate of Appreciation** for outstanding service for the school
- 2005-2006 Selected the **Outstanding sub-committee member** from the technical support group, Wa Ying College Student Union
- 2003 **Prize of Merit**, Inter-Class Chinese Drama Competition, Wa Ying College
- 2001 **2001 Best Improved Students Award**, the Lion and Globe Education Trust

QUALIFICATIONS

BUSINESS

- Candidate of CFA Level I

COMPUTER

- Microsoft Certified Professional
- Microsoft Certified System Administrator on Microsoft Windows Server 2003
- Microsoft Certified System Engineer on Microsoft Windows Server 2003
- Microsoft Certified Database Administrator on Microsoft SQL Server 2000

LANGUAGE

- Passed Japanese Proficiency Exam N4

MUSIC

- Grade 8 Music Theory, The Associated Board of the Royal Schools of Music
- Grade 5 Violin, The Associated Board of the Royal Schools of Music
- Grade 5 Guitar, Rock School, Trinity Guild Hall
- Grade 1 Piano, The Associated Board of the Royal Schools of Music

PERSONAL

Languages: Native Cantonese, Fluent English, Fair Mandarin, Basic Japanese and French

Computer skills: Microsoft Office, SAS, Visual Basic.Net, C++, JAVA, HTML, FrontPage, Dreamweaver, PL/SQL, ASP.Net, PHP + MySQL, Photoshop, Flash, etc.
Used to Windows/Linux/Mac OS environment.

Typing speed: English – about **55** words/min, Chinese – about **70** words/min

Interests: Music, Badminton, Travelling, Cooking, Photography, Reading business/IT magazines

REFEREES

1. Name: Lawrence Lai
Position: General Manager, New World TMT Ltd.
Relationship: Mentor – Mentee
Contacts: LawrenceLCF@nwtmt.com
2. Name: S.T. Tsui
Position: Manager – Program Development, HR & Administration, Hong Kong International Airport
Relationship: Employer – Employee (2009Summer)
Contacts: st.tsui@hkairport.com
3. Name: Siu-Wing Cheng
Position: Associate Professor (Associate Head), Department of Computer Science and Engineering, Hong Kong University of Science and Technology
Relationship: Advisor – Student
Contacts: scheng@cse.ust.hk
4. Name: Wong Yuen Chi
Position: Subject Panel Heads of Economics
Relationship: Teacher – Alumni
Contacts: francisycwong@yahoo.com.hk

*Phone numbers of referees can be provided upon request.