

RÉSUMÉ

PERSONAL DETAIL

Name : CHAN Priscilla Chi Yan (陳芷茵)
Date of Birth : 3rd August, 1987
Sex : Female
Race : Chinese
Nationality : Hong Kong
Language Proficiency : Cantonese : Native
English : Fluent
Mandarin : Fluent
Japanese : Level 2
Typing Speed : English (39wpm)
Chinese (速成)
Email : pc_pris@ymail.com
Website : <http://priscillachan.darknimbuspro.com/>

Objective

Looking for a work placement for 6 month, min: 20 weeks of 35 hours.

KEY STRENGTH

- Great communication skill and a personal nature
- Willingness to try new ideas and an aptitude to show and act on my own initiative
- Work effectively in a team and enjoy in a position as being a team supporter

INTEREST

I love playing drums, basketball and swimming, and loves to meet new friends.
I love to bring a camera all the time to snap the important moments.

EDUCATIONAL QUALIFICATION

- Feb 07 – Present : RMIT University Melbourne, Australia
Under graduate, Bachelor of Design (Multimedia System)
- July 04 – Dec 06 : Camberwell Girls Grammar School, Melbourne, Australia
Completed VCE (Victorian Certificate of Education)
- Sep 01 – July 04 : Polam Hall School, Darlington, United Kingdom
Completed GCSE (General Certificate of Secondary Education)

Software Skills

- Microsoft Office : - Word
- PowerPoint
- Excel
- Outlook
- Access
- Publisher
- Adobe : - Photoshop
- Illustrator
- Flash
- Audition
- Dreamweaver
- Fireworks
- Premiere
- After Effect
- Editing and filming : - Final Cut
- 3D Animation : - Maya
- Audio : - Pro Tool
- Programming : - HTML
- XHTML
- CSS
- PHP
- JavaScript
- SQL
- XML

WORK EXPERIENCE

2008:

Company Name : AIA (American International Assistance)
Position : Administrator- Secretary
Place : Hong Kong
During : Nov 2007 – Mar 2008

Job scope including:

- Collecting information
- Paper works

Reason for leave : Continue on my studying.

2007:

Company Name : Elim (Christian Book Store)
Position : Sales
Place : Hong Kong
During : Dec 2006 – Mar 2007,

Job scope including:

- Providing service to the customers
- Communicate and answer enquires from the customers

Reason for leave : Continue on my studying.

2006:

Company Name : Williams (Hong Kong) Limited
Position : Exhibition helper
Place : Hong Kong
During : Dec 2006

Job scope including:

- Event helper (Small and Medium Business)
- Communicate and answer enquires from the customers

Reason for leave : Continue on my studying.

2006:

Company Name : Jesusfeeds (Christian Online Radio Station)
Position : Personal Assistant, Disc Jockey
Place : Melbourne, Hong Kong
During : Mar 2006 – Present

Job scope including:

- Research some interesting topic
- Holding a radio section – Music Hall

2005:

Company Name : Baleno Kingdom Limited
Position : Sales
Place : Hong Kong
During : Dec 2004 – Jan 2005

Job scope including:

- Providing service to the customers

Reason for leave : Continue on my studying.

Volunteer work:

2008

Company Name : Chinese Central Baptist Church
Position : Church camp poster, invitation designer
Place : Melbourne

Job scope including:

- Illustrator drawing

2009

Company Name : Chinese Central Baptist Church
Position : Church game event characters designer
Place : Melbourne

Job scope including:

- Illustrator drawing 4 different characters.

2009

Company Name : Friend's pre-wedding photos
Position : 2nd photography
Place : Melbourne

Job scope including:

- Pre-wedding photos of my friends.