
Fong Tsz Ki 方紫琪

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WORK EXPERIENCE

HONG KONG INTERNATIONAL THEME PARK LIMITED

Store Operations Host -seasonal, November 2018 to Present

- ♦ Greet guest
- ♦ Helping in store operations
- ♦ Stocking and counting inventory

KAI SHING MANAGEMENT SERVICE LIMITED

Part-time promotion helper, November 2017 to Present

- ♦ Deal directly with customers face to face
- ♦ Handle customers' inquiries
- ♦ Do some assigned paperwork from supervisors
- ♦ Direct or coordinate the supportive services department of a business, agency, or organization.
- ♦ Monitor the facility to ensure that it remains safe, secure, and well maintained.

MTR CORPORATION LIMITED

Temporary Escalator Safety Ambassador (ESA), August 2017

- ♦ Promote escalator safety
- ♦ Deliver safety messages to passengers
- ♦ Provide recommendations to improve escalator safety

HONG KONG INTERNATIONAL THEME PARK LIMITED

Host-seasonal, June to July 2017

- ♦ Give a cordial hospitality to guests
- ♦ Answer inquiries from guests
- ♦ Be active and polite when serving guests

CENSUS AND SASTISTIC DEPARTMENT

The Enumerator of Hong Kong 2016 Population by-census, 15 July to 2 August 2016

- ♦ Obtain census data through field visits
- ♦ Handle telephone inquiries and appointment requests
- ♦ Interview with the selected citizen

ADECCO

Part-time Materials Maintenance Assistance, July to October 2015

- ♦ Sort out books by specific number
- ♦ Unpack the reserved books
- ♦ Answer inquiries from readers

EDUCATION

THE OPEN UNIVERSITY OF HONG KONG

BBA (Hons) in Business Management, September 2015-2019

PO KOK SECONDARY SCHOOL

Hong Kong Diploma of Secondary School 2015

EXTRA-CURRICULAR ACTIVITIES

- ♦ Flag Day of Christian Family Service Centre, 12th May 2018
- ♦ ‘Young Marketer of Tomorrow’ competition and entered the semi-final, October 2017
- ♦ ‘Joint University Outstanding Marketing Award’ competition 2017-2018, October 2017
- ♦ ‘Joint University Outstanding Marketing Award’ competition 2015-2016, October 2015

INTERNSHIP EXPERIENCE

- ♦ An internship program at Tianjin BOC organized by The Y.Elites Association, 9th July to 11th August 2018

ADDITIONAL SKILLS

- ♦ Proficient in Microsoft Office (PowerPoint, Word, Excel, Access)
- ♦ Simplified Cangjie input method with 40-45 words per minute
- ♦ Fluent in Cantonese, English, and Putonghua
- ♦ Basic Japanese