



# EMILY CHEUNG

CV

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## CONTACT

[emilycheungtm@gmail.com](mailto:emilycheungtm@gmail.com)

[emilycheungtm.wixsite.com/ectm](http://emilycheungtm.wixsite.com/ectm)

 Emily Cheung

 @emscollage

 @emilyctm

## PROFILE SUMMARY

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Enthusiastic graduate with solid theoretical public relations and advertising understanding, and a range of practical project experience. Strong academic background with above- average results.

Personable individual with proven communication skills developed from group projects and undertaking employments, internships and volunteer placements. Articulate person able to work confidently with people from diverse cultures and situations in which appreciation and teamwork are integral.

Seeking for an opportunity to start a professional career with the long-term aim of working in the field of communications profession.

## HIGHLIGHTS OF SKILLS

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- **Communications Skill**

Able to give presentation and deliver messages clearly. An active listener with good persuasion and negotiation skills.

- **Strategic Planning Skill**

Able to gather and analyse researches, and develop strategic approaches to achieve designated campaign objectives.

- **Multi-tasking**

Able to manage multiple tasks from various projects and work under tight deadlines.

- **Problem-Solving**

Identify contemporary risks and provide solutions to minimize or solve the problems, as well as work under pressure.

- **Writing Skill**

Able to compile communication materials and press releases in Traditional Chinese and English.



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## EDUCATION

### **Bachelor of Communications Double Major In Public Relations & Creative Services**

Edith Cowan University  
Perth Australia | 2015 - 2016

### **Diploma of Communications and Creative Industries**

Perth Institute of Business and Technology  
Perth Australia | 2014

### **Associate Degree of Creative Communications**

Hong Kong Baptist University College of  
International Education  
Hong Kong | 2012 - 2013

### **Secondary Education**

Pui Tak Canossian College  
Hong Kong | 2006 - 2012

## TECHNOLOGY SKILLS

MS Word, Power Point	Social Media Strategy
SEO and Google Analytics	Photoshop, Lightroom

## LANGUAGES

Cantonese	Native
English	Fluent
Mandarin	Fluent

## INTERNSHIP EXPERIENCE

### **Public Relations Intern**

Wonderful Sky Financial Group Ltd. |  
Mar 2017 - Present

#### **Key Achievements & Contributions:**

- Assisted the PR team to prepare event materials
- Collaborated with the team and the other departments throughout the daily routines

#### **Key Skills Gained:**

- Event preparation and management skills
- Team-working



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## INTERNSHIP EXPERIENCE

### Customer Service Intern

Lush Asia Ltd. | Oct 2014 - Jan 2015

#### Key Achievements & Contributions:

- Handled customer inquiry by replying emails and answering customer service hotline
- Managed online chat room accounts
- Resolved product or service problems by clarifying the customer's complaint and advising the best solution

#### Key Skills Gained:

- Active listening
- Using positive language

### Event Helper Intern

Lush Asia Ltd. | Dec 2013

#### Key Achievements & Contributions:

- Served as event assistant on the Christmas Truck Tour Campaign and successful product launches
- Presented the products and interacted with the guests
- Collaborated with the team in the campaign

#### Key Skills Gained:

- Presentation skills
- Team-working

## EMPLOYMENT EXPERIENCE

### Part-Time Sales Assistant

Hallmark Ltd. | Jun 2013 - Aug 2013

#### Key Achievement & Contributions:

- Introduced products information to the customers
- Assisted in maintaining daily routine in the shop

#### Key Skills Gained:

- Be attentive to customers
- Time management skills

### Part-Time Sales Assistant

Lush Asia Ltd. | May 2012 - Sep 2012

#### Key Achievement & Contributions:

- Conveyed brand messages and values to the customers
- Presented and demonstrated products to the customers
- Collaborated with the retail team

#### Key Skills Gained:

- Persuasion skills
- Team-working



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## VOLUNTEER PLACEMENT

### Translation Volunteer Program

Animals Asia | Mar 2017 - Present

#### Key Achievements & Contributions:

- Assisted fundraising programmes coordinator with translation of the fundraising programmes materials into Traditional Chinese
- Supported the marketing assistant on translation of web and eDM copy

#### Key Skills Gained:

- Translation skills
- Writing skills

### Tokyo City University Volunteer Program

Edith Cowan University | 2016

#### Key Achievements & Contributions:

- Assisted TCU students in transition to Australian life
- Built up a sense of community belonging through a series of activities
- Facilitated inter-cultural and social engagement

#### Key Skills Gained:

- Leadership skills
- Interpersonal and networking skills

## PERSONAL INTERESTS

Photography

Traveling

Watching Movies

Listening To Music

Swimming

## PROFESSIONAL REFEREE

Miranda Cheung, Lush Asia Ltd.

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