

Curriculum Vitae

Chan Tai Man

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Objective

An entry level position in Marketing Department

Education

Year of study	Institution	Achievement
9/2010 – 8/2014	Tung Wah College	Bachelor of Business Administration (Marketing)
9/2003 – 8/2010	Hong Kong Secondary School	F.7 graduated

Working experience

Year of employment	Company name	Post	Duties
10/2010 – 7/2014	ABC Education Centre	Part-time instructor	To maintain class discipline To handle enquiries of students To Teach primary and secondary students to finish assignments
6/2010 – 8/2010	ABC Apparels	Part-time Customer Service Assistant	Handle inbound customer telephone (or email/ web chat) enquiries and offer one-stop resolution Understand customer needs and provide comprehensive solutions to retain and develop customer relationships Handle customer dispute cases with care and professionalism and escalate when needed

Volunteer work experience

Year	Organization	Post
11/2005 – 8/2007	YWCA	Volunteer

Other competencies

Typing :	Canji (30 wpm), English (40 wpm)
Word processing :	Microsoft Windows
Language :	English, Cantonese and Mandarin

Availability

Immediate

Expected salary

\$11,000- 12,000 (Negotiable)

Referee

Available upon request