

Charlotte Ng

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PROFILE

I am a Junior at University of Illinois and also being our college athlete. I have chosen communication and management studies as my major because I want to know more about public relations which is a combination of jobs not just supports marketing but from building awareness to managing crisis that are all media-related. As an elite athlete, I am trained to accomplish myself better today than yesterday, adaptable and competent. This drive me in my everyday life. Beyond classroom training, I am being engaged on campus as coordinator for student center and varies part-time positions which had enhanced my organizational and interpersonal skills. After graduation, I hope to continue in the field of public relations to enrich my communication skills and be a quick thinker along our rapid changing world.

EDUCATION

University of Illinois Springfield (University, Graduate 2019)
Bachelor of Arts Degree, Major in Communication
MBA Management Degree, Major in Management

Course Work: Understanding Media and Applied Statistics, Two Dimensional Designs, Oral Communications, Sport / Media / Culture & College, Critical Reading, Quantitative Reasoning, Music of the World, Rhetoric and college writing, Biology, Psychology, College Writing & Civic Engagement, Earth Science, Introduction of Social Media, Introduction of Mass Media, Introduction of Digital Media, Digital Media:Web, Intro to Public Relations, Gender Communication, Organizational Communication.

Monverde Academy (High school, Graduated 2015)

Gary Gilchrist Golf Academy (2012-2015)

PERSONAL EXPERIENCE

Supply Chain Intern (June 2017 to Aug 2017)

Gulf Oil Marine Ltd

- Manage and coordinate supply and logistics (warehousing, transport, truck and barge delivery) activities across the Region
- Ensuring supply continuity and On Time In Full (OTIF) delivery performance to customers is maintained in a safe and cost efficient way.
- General administration duties, photocopying, filing, etc.

Part time Sales (Jan to Feb 2015)

Abebi

- Organize Kids's Clothes

- Cashier
- Answering all incoming calls for orders

Human Resources Intern (May 2016 to Aug 2016)

Gulf Oil Marine Ltd

- Answering travel agents emails
- Job postings and arranging interview meetings
- Maintaining conference booking schedules
- General administration duties, photocopying, filing, etc.
- Administering staff working visas
- Coordinating new staff name cards
- Monitoring and maintaining stationary and pantry food stock

Receptionist (Jun to Aug 2014 & Jun to Aug 2015)

SPC Interior Design & Construction Co. Limited, HK

- Answering all incoming calls / emails and re-routing them to relevant departments
- Meeting and greeting visitors ensuring they are signed in and inducted
- Opening, distributing, collecting and taking the post.
- General administration duties, photocopying, filing, etc.
- Dealing with any enquiry at the reception area
- Monitoring stationary stock and reordering when required.

Part time Coordinator (Jan to Feb 2015)

Campus Store, Duncan Student Center, Monverde Academy, FL

- Organize School Uniform
- Answering all incoming calls for orders
- Cashier
- Packages

Part timer (Jan to Feb 2015)

The Beehive Cafe, Duncan Student Center, Monverde Academy, FL

- Organize Snack Stock
- Cashier
- Baking

Entrepreneur (Oct to Dec 2012)

Consignment Shop A24, Tai On Building, Sai Wan Ho, Hong Kong.

- Accessories
- Fashionable items including clothes and dress

Tutor (2012)

Home Teaching , Hong Kong

- Primary students P1. To P.6
- English (written and spoken)
- Mathematics

SKILLS

Team Leadership, Facebook, Blogging, Customer Service, Creativity, Microsoft Word, Social Media, Research, Public Speaking, Community Outreach, Public Relations, Entertainment, Promotion, Adobe Illustrator CC, Adobe Photoshop, Adobe Indesign

TECHNICAL PROFICIENCY

Operating Systems: Windows 8/7/Vista; Mac OS X; iOS

Software Expertise: Microsoft Office 365 (Word, Excel, Access, PowerPoint, Outlook)

Adobe Illustrator CC

Adobe Photoshop

Adobe InDesign

Adobe Dreamweaver CC

Adobe Muse

ACTIVITIES

- Personal trips organizer and planner
- Second Hand pop-up store
- Flag day fund raising helper
- Golf
- Reading
- Outdoor activities

GOLF

Start playing since 11 yrs' old Joined Gary Gilchrist Golf Academy in Florida from Jan 2012 - May 2015

- Score average 76-81, practice three times a week with fitness training twice a week