

## Sample of Resume – Industries and Jobs (Wedding Planner)

**Job Title:** Wedding Planner  
**Name:** Chan Tai Man  
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**Address:** Hong Kong  
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### PROFILE

I am seeking a dynamic and challenging position as a wedding planner, through which I can demonstrate my organizational and communication skills and add value to the company and the clients. As a talented, creative and customer service-oriented team player, I am confident that I could make a positive contribution to the company.

### WORK EXPERIENCE

**Jan 2021 – Sept 2021**

#### **Wedding/Event Assistant (Part-time) - Wedding Company**

- To answer and handle customer enquiries
- To develop new business opportunities and maintain good relationships with existing customers
- To prepare event and marketing materials, such as brochures and leaflets
- To arrange and plan wedding/event schedules
- To provide support and coordinate with internal teams and external customers, including suppliers, manufacturers, etc.

### EDUCATION

**2020 – 2021**

#### **Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education**

Professional Certificate in Wedding Planning

**2014 – 2020**

#### **Hong Kong Secondary School**

HKDSE: Chinese Language 3, English Language 2, Mathematics 2, Liberal Studies 3, Visual Arts 2, Tourism and Hospitality Studies 2

### PERSONAL SKILLS

- Proficient in Cantonese and Mandarin, Fluent in English
- Good command of written Chinese and English
- Good command of Chinese and English typing skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)