

Sample of Resume – Industries and Jobs (Building and Engineering)

Job Title: Assistant Architect

Name: Chan Tai Man

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PROFILE

I am good at time management, have strong organizational skills and cautious. I graduated from the Department of Architecture. I like to study the structure of buildings and am able to use different computer programs to design diagrams. I devoted to work in a well-established construction company and am available to report duty with immediate effect.

WORK EXPERIENCE

Jan 2019 - Dec 2020

Hong Kong Architects Associates Ltd –

Administrative Assistant (Part-time)

- To handle documents and consolidate mail and e-mail
- To execute different architect projects
- To prepare the team meeting documents
- To communicate with business partners to handle different projects

EDUCATION

2017 – 2020

The Chinese University of Hong Kong

Bachelor of Social Science (Architectural Studies)

2011 – 2017

Hong Kong Secondary School

HKDSE: Chinese Language 4, English Language 5, Mathematic 5*, Liberal Studies 4, Physics 5*, Chemistry 5*

PERSONAL SKILLS

- Proficient in Cantonese and English, fluent in Mandarin
- MS Office (Word, Excel, PPT, Publisher, Access, Outlook)
- Adobe software (SketchUp, AutoCAD)

PARTICIPATED PROJECTS

2018-2019

The Chinese University of Hong Kong - Community of Architecture Design Project

AWARDS

2020

International Design Excellence Awards - Silver Medal