**Sample Résumé 6**

**Betty Ho Sio Man**

11N, BB Building, QQ Street, Macao

(853) 6666 6663 BHSM@umail.com

**OBJECTIVE**

To acquire a position of Community Relations Specialist in which my knowledge of public relations and event planning skills can be applied and further developed.

**EDUCATION**

August 2015 to Present Bachelor of Social Sciences in Government and Public Administration

 Specialized in International Relations, anticipated May 2019

 University of Macau

January to May 2017 Exchange Student in Political Science

 National Chengchi University, Taiwan

August 2009 to June 2015 Form 6 Art Graduate

 ABC Middle School

**WORK EXPERIENCE**

September 2015 to Present ***Public Relations Assistant***, AA PR and Advertising Company

* Coordinate media interviews, tours and events;
* Manage information databases of local, Hong Kong, China and Taiwan media and industry partners;
* Invite media to important events and manage RSVP list.

January 2016 to August 2016 ***Assistant of Legal Services***, CC Entertainment

* Typed old contracts into new e-system and filed them to the archive;
* Translated 20+ legal documents from Chinese into English, or English into Chinese for attorneys.

June 2015 to June 2016 ***Part-time Clerk***, DD Offshore Commercial Service Company

* Performed clerical duties including mail delivery, client reception and data entry.

**Volunteer Work**

June to August 2018 ***Volunteer Teacher*** in Guangdong villages, organized by Macao Foundation

* Promoted environmental protection and good personal hygiene to primary students through story-telling and singing;
* Assisted in decorating school library with color paintings.

**EXTRA- CURRICULAR ACTIVITIES**

October 2017 to Present Member of Model United Nations, Students’ Union of University of Macau

August 2016 to Present Treasurer of the Youth Association of International Affairs.

**Skills**

Language Fluent in Cantonese, Mandarin and English

 Basic in Portuguese

Computer Microsoft Office, Adobe Photoshop