

## Curriculum Vitae

Liuxue Paper, Hailey

RM1302, 13/F, Beauty House, Mira Estate, Shan Kei Wan, Hong Kong

Email: [service@liuxuepaper.com](mailto:service@liuxuepaper.com)

Weixin: Wandou1028

### PROFILE

I am keen to follow a career in all-rounded management in the future. With strong communication skills and paying attention to detail. I become a reliable, highly responsible and self-motivated person.

### EDUCATIONAL & QUALIFICATION

#### **2016-2017: CCCU Associate degree of Business Administration of Human Resources Management**

CGPA	3.74/4.3
Grade A+	in Financial Accounting
Grade A-	in Economics
Grade A+	in Management
Grade A	in English for Academics Studies B

#### **2016: Hong Kong Diploma of Secondary Education (HKDSE)**

Achieved Level 4	in Business, Accounting, Financial Studies
Achieved Level 5	in Economics
Achieved Level 5**	in the English Language

#### **2011: Cambridge English: Flyers Examination (results: 14 out of 15 Shields)**

#### **2010-2016: Canossa College ( Form 1 to Form 6 )**

### EXPERIENCE

#### **July-Feb 2017: The Butchers Club Burger Taikoo and Wanchai (flagship shop)**

Position: Part-Time Supervisors

- Achieved high customer satisfaction for duties performed.
- Collaborated with teams to ensure the delivery of efficient, high-quality service.
- Provided coaching, mentoring, and consultation to staff to enhance staff development.
- Supervised and coordinated parties or food launch activities and employee schedules.
- Managed set up, stock maintenance

#### **April-July 2016: The Butchers Club Burger Taikoo**

Position: Front of House staff

- Assisted restaurant manager with daily operation
- Served guests with the warmest hospitality



加加留学

让留学之路变得更简单

- Cooperated efficiently with co-workers

**April-June 2016: Vice-chairperson in organizing Graduation Dinner Committee**

- Gave ideas of the entire events
- Arranged position and rundown during Graduation Dinner
- Contacted person-in-charge of the venue ( W hotel)

**Aug-Oct 2015: ADASTRIA: Collect Point Fashion Chain**

Position: Temporary Event-planning Officer

- Promoted products to tourists
- Enhanced company reputation by giving away samples to guests

**SKILLS**

**Technical:** - Proficient in Microsoft Word, Excel and PowerPoint

- Excellent in typing Chinese and English

(Chinese: 80 words per minute with 96% accuracy)

(English: 60 words per minute with 100% accuracy)

**Language:** Nov 2016: Attended IELTS: Score: 7

Mar 2014: Attended Putonghua Shuiping Ceshi(PSC): Score: A-

**Referees**

**Lui Wing Liu, Colby**

Restaurant Manager Manager

The Butchers Club Burger Taikoo

12 Westlands Road, Quarry Bay, Hong Kong

colbyi@tbc.com

(852) 67332127

Ms. Colby Lui was my manager at The Butchers Club Burger Taikoo

**Sachin Sean Verma**

Food and Beverage Manager

The Ritz-Carlton

Element Plaza, Austin Road No.1, West Kowloon, Hong Kong

[service@liuxuepaper.com](mailto:service@liuxuepaper.com)

(852) 65325978

Mr. Sean Verma was my past restaurant manager in The Butchers Club Burger Wanchai