

## Résumé 2

**Cindy Lam Siu Yan**  
Rm 725, Kai Yiu House,  
Kai Lam Estate, Kwai Chung  
2735-5889

### OBJECTIVE

Managerial position in Sales and Marketing

### EDUCATION

Jun 1996  
(expected)

**Hong Kong University of Science and Technology**  
B.S. Computer Science with minor in Business  
Management  
Relevant Courses: Information System, Software Engineering,  
Accounting and Technical Communication  
(Second Class Honours)  
(Academic results enclosed)

1986 - 1993

**Saint Clement School**  
Advanced Level Matriculation

### WORK EXPERIENCE

Jan 1996 - Present

#### **Neural Computer Company**

##### Sales Assistant (Part-time)

- Assisting clients in analyzing their needs for computer use before purchase
- Advising clients on models and software to purchase
- Following up on clients with after-sale services

Sep - Dec 1995

#### **Hong Kong University of Science and Technology Centre of Computing Services and Telecommunication**

##### Student Helper, Computer Barn (Part-time)

- Maintaining over 150 PCs, 30 Macintoshes, 20 Sun Workstations and 10 HP printers
- Setting up computing environment and maintaining the print queue
- Fixing minor software and hardware failures

Jul - Aug 1995

#### **Chung Ting Trading Company**

##### Programmer

- Designed and developed a new database system to control inventory with dBase IV

May - Aug. 1993

#### **Skyline Trading Company**

##### Junior Secretary

- Prepared invoice and shipping list
- Answered clients' enquiries

## ACADEMIC ACHIEVEMENTS

Nov 1993

### South China Morning Post

"Technology and Modern Living" Composition Contest

- Awarded 1st Runner-up in English composition contest

Jan 1991

### Saint Clement School

- Received Board of Trustees' Scholarship

## ACTIVITIES

1993 - 1994

### Hong Kong University of Science and Technology

#### Chairperson, Softball Club

- Planned and drafted the constitution
- Organized the polling of the Constitution and Executive Committee

1990 - 1991

### Saint Clement School

#### Vice Chairperson, Computer Club

- Assisted in organizing computer games competition

## COMPUTER SKILLS

Operating Systems:

UNIX, DOS, MS Windows 95, OS/2 and Macintosh System 7.5

Programming Languages:

C/C++, Visual Basic, COBOL, Prolog, Lisp, Clipper, Foxpro, Oracle and Sybase

Software:

MS Office and dBase IV 2.0

## LANGUAGE SKILLS

Spoken:

English, Cantonese and Putonghua

Written:

English and Chinese

## REFERENCES

Dr. Lawrence Tin

Chairperson

Computer Science Department

HKUST

Clear Water Bay

Hong Kong

2358-7152

Ms. Julie Tong

General Manager

Neural Computer Company

Shop 265

Mongkok Computer Centre

76 Sai Yeung Choy Street

Mongkok

2740-6391