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| Eric Kai Lok FungD.O.B 04/02/1999. 0838124025ericfung2009009@hotmail.com |
| I’m a final year undergraduate student at Maynooth University studying a Bachelor of Civil Law. I am a fluent speaker of Cantonese Chinese; I also study Mandarin Chinese in university. In the 2018/2019 academic year I studied in Beijing China. |
| Education |
| **Maynooth University: Bachelor of Civil Law International (with Chinese) 2016-2020*** Fourth Year: Equity Law (N/A), Property Law (N/A), Jurisprudence (N/A), Employment Law (N/A), Media

 Law (N/A), International Economic Law (N/A), Mandarin Chinese 5 (N/A), Mandarin Chinese 6 (N/A), Readings in Contemporary Chinese 1 (N/A), Readings in contemporary Chinese 2 (N/A) **(Beijing Normal University: Study Abroad Programme Third Year) 2018/2019** * Third Year: Study abroad in Beijing, China. Studied in Beijing Normal University for a full academic year.

 Exemplary Results.* Second Year: EU Law (58%), Admin Law (63%), Company Law (60%), Evidence Law (35%), Mandarin 3

 (86%), Mandarin 4 (87%), Television, Film & New Media in China (73%) Chinese Social Theories (60%), Readings in Gender, Class, Religion & Ethnicity (65%), Comparing China and  the West (68%)* First Year: Tort Law (57%), Contract Law (45%), Criminal Law (44%), Introduction to Law 1 (56%),

 Introduction to Law 2 (42%), Introduction to Legal Research (72%), Legal Research Methods  (56%), Mandarin 1 (86%), Mandarin 2 (86%), International Development: Theory and  Development (55%), Political Economy of International Development (60%)**St Mac Daras C.C: Leaving Certificate 2011-2016*** Results: English (C3), Irish (C3), Maths (E), Geography (B3), Biology (C3), French (C3) Accounting

 (B1 Ordinary), |
| Work ExperienceJuly 2017 – May 2018 (asked for leave) Since July 2019 re-entered employment.Counter Staff/cashier, Yummy Yummy Chinese Takeaway swords, Dublin.As part of my responsibilities at Yummy Yummy I was in charge of the day to day (Friday-Sunday) management of the counter and cash register. I worked as the directory between the customers and the kitchen. I communicate frequently on the phone with customers. Under this environment I must multi-task between using the POS system, Just-Eat machine and phone. I am given a high degree of responsibility dealing with cash and dealing with customer requests and complaints, making sure of any allergies so as to notify the kitchen staff. From time to time I manage administrative tasks such as responding and sending emails. Being aware at all times is of particular importance in this role also, as I must close the till at the end of the work night and make sure all the funds are correct and in place.June 2018 – july 2018 (Summer Job)Server/waiter/clearer, HSG Hospitality Services Group Chicago, Us.My role while working at HSG was very variable. My shifts were flexible, and the roles would vary according to the night or event of work. I was mainly responsible for organising the tables and cutlery. I was tasked with setting up tables and cutlery to a professional formal standard, while also dressing in a professional manner for important galas and wedding banquets. In attending work here, I had to maintain professional standards in my mannerisms, etiquette and also spoken language, as well as being keen and aware of guests needs. Working here I became very aware of contractual agreements. Paying attention to the terms of contract and using what I learned and see what could be applied. |
| July 2017 – May 2018 (asked for leave) Since July 2019 re-entered employment.Counter Staff/cashier, Yummy Yummy Chinese Takeaway swords, Dublin.As part of my responsibilities at Yummy Yummy I am in charge of the day to day (Friday-Sunday) management of the counter and cash register with a fellow colleague. I work as the communicator between the customers and the kitchen. I communicate frequently on the phone with customers. Under this environment I must multi-task between using the POS system, Just-Eat machine and telephone. I am given a high degree of responsibility dealing with cash and resolving any customer complaints or specific requests. I pay attention to detail by making sure of any allergies my customers may suffer from so as to notify the chefs. From time to time I manage administrative tasks such as responding and sending emails. On occasion I contact Just Eat, Flipdish and Marvin for administrative reasons. Whether it was changing menu prices or asking questions of terms and conditions on behalf of my employer. When needed, I assist my employers with helping resolve administrative issues e.g. Emails, drafting signs and phone calls.June 2018 – july 2018 (Summer Job)Server/waiter/clearer, HSG Hospitality Services Group Chicago, Us. J1 ProgramMy role while working at HSG was very variable. My shifts were flexible, and the roles would vary according to the night or event of work. I was mainly responsible for organising the tables and cutlery. I was tasked with setting up tables and cutlery to a professional formal standard, while also dressing in a professional manner for important galas and wedding banquets. In attending work here, I had to maintain professional standards in my mannerisms, etiquette and also spoken language, as well as being keen and aware of guests needs. Working here I became very aware of contractual agreements. I became very aware of the terms of the employment contract and applied what I learned in contract law to see what could be applied.  |
| Skills |
| * I am capable in working in teams and with other people as demonstrated in previous and current work experiences as well as a Mock Trial assignment in University.
* I possess excellent customer service skills, and communication skills. I have shown this throughout my work experiences and also in University group works.
* Proficient in the use Microsoft Office
 | * I have organisational skills acquired under the roles in the warehouse, Takeaway and in the Hospitality Group. I am also organised for different University assignments. I submit assignments before the deadline and remain well organised.
* While abroad I learned the value of independence and became more responsible. Studying in China for a year allowed me the chance to show more responsibility. I maintained my finances well, worked hard on my studies to improve fluency in Mandarin Chinese.
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| Activities |
| I am an avid fan of soccer and basketball. I participated in and organised mini basketball tournaments while I was in China. I love socializing with new people. Going abroad on the J1 Visa programme and studying abroad in China gave me the opportunity to socialize with people of many cultures. Experiencing new cultures is important to broaden an individuals view on society and on life. In terms of work, I am very passionate about customer orientated service, always approaching customers or clients in a friendly and courteous manner. I am very capable of working with teams and also individually. I have a high degree of reliability shown in my work, handling cash and resolving customer complaints and accepting requests in my time at Yummy Yummy Chinese Takeaway.**References available upon request** |