Jing Yan Chung

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Sydney, NSW

jchung2029@pymblelc.nsw.edu.au

Skills

- Teamwork and collaboration
- Quick learner
- Digitally proficient
- Speaking to customers confidently
- Flexible schedule
- Reasonable Mandarin fluency
- Strong academic record
- Adaptability
- Keen to learn
- Familiar with editing softwares

Work Experience

CLI-NES Pty Ltd (Medical Practice)/Intern

JANUARY 2025 - FEBRUARY 2025, HORNSBY

- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher-priority assignments.
- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Sorted and organized files, spreadsheets, and reports.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.
- Communicated effectively with patients, increasing social and speaking skills

Au Academy Pty Ltd (Tutoring Centre)/Marker

APRIL 2026 - PRESENT, HORNSBY

- Mark selective school entrance examination writing papers for Year 5 and Year 6 students.
- Assist in planning holiday workshops to support students preparing for selective school entrance examinations.
- Design and prepare educational booklets and learning resources tailored to students' needs.
- Use AI tools and digital software to assist with resource development and workplace tasks.
- Communicate effectively with students and colleagues, including individuals with whom I have not previously worked.
- Contribute to the preparation and organisation of educational activities and materials.

Keyz Tutoring Pty Ltd (Tutoring Centre)/Founder & Tutor

OCTOBER 2026 - PRESENT, SYDNEY

Education

Pymble Ladies College / Currently Year 9

JANUARY 2024 - CURRENT, PYMBLE

Selective High School Offer to Hornsby Girls High School
Naplan Year 5, 7, 9 - Exceeding in all areas
AMC Credit - Year 7 to 9
AMEB Bass Grade 6 - High Merit
Participant of Pymble's Talent Development Program- top performing 20 students of the cohort
Pymble's Academic Distinction Award 2026

Extracurricular Activities:

Music: Concert Band, Rock Band and Jazz Band.
Public Speaking: Social Debating and Public Speaking.
Sport: Athletics, Water Polo, Diving, Cross Country, Netball and Rugby Sevens.
Technology: Robotics and Coding.

Directed and edited the short film, STREET RECORD.

Summary

Motivated and adaptable student with experience in medical administration, tutoring support, and film production. Demonstrates strong communication, teamwork, and organisational skills, alongside digital proficiency in editing software and AI tools. A quick learner with a strong academic record, creative problem-solving abilities, and experience working with people of different ages and backgrounds. Eager to apply existing skills, take on new challenges, and contribute positively to a professional team.