

Pui Fan Yeung (Janice)

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EXPERIENCE

Hung Gay Enterprises Ltd, — Administrator

March 2025 - Present

- Responsible for processing company platform scales orders
- Organize and archive shipping documents
- Complete other tasks assigned by the supervisor
- Manage incoming and outgoing shipments

Aecom, Hong Kong Terminal 2 Project — Assistant Engineer

November 2023 - January 2025

- Review building plans and designs for compliance with locals codes and regulations
- Assist in the preparation of permit applications and documentation

Gammon Construction Limited, Hong Kong Terminal 2 Project — Assistant Engineer

March 2023 - November 2023

- Organize and supervise site operation works -Utility, Water Main installation.
- Performed Conduct toolbox and work briefing to subcontractors and works.
- Participate in site inspections and investigations to monitor project status and quality.

Chun Wo Development Holdings Limited, Disneyland Project in Hong Kong — Assistant Engineer

September 2021 - March 2023

- Organize and supervise site operation works -steel installation.
- Prepare and submit steel installation shop drawing, method statement and risk assessment.
- Coordinate a meeting with client, consultant and Subcontractor.

EDUCATION

SKILLS

CAD

- SolidWorks. Used on various projects involving FEA Analysis.
- AutoCAD used 2D engineering drawing.

Revit

- Creating detailed 3D models of buildings include information about the structure's design, construction, and operation.

Microsoft Office

(Word, Power Point, Excel)

AWARDS

First Aid

Driver License

LANGUAGES

(English, Cantonese, Mandarin, Spanish)

Birmingham City University, — Bachelor *Degree in Civil Engineering*

September 2021 - August 2023

**Hong Kong Institute of Vocational Education, —
*DegreeHigher Diploma in Civil Engineering***

September 2019 - August 2021