

# Kaur Avneet

Bachelor of Social Sciences

+852 9861 7116 | Kauravneet2004@gmail.com | [linkedin.com/in/avneet-kaur-3a922266/](https://www.linkedin.com/in/avneet-kaur-3a922266/)

## Education

**The University of Hong Kong**  
*Bachelor of Social Sciences*

**Sep 2022 – Aug 2026**  
Hong Kong SAR

## Work Experience

**Summer Intern of the Ethnic Minorities Unit**  
*Equal Opportunities Commission*

**Jun 2024 – Jul 2024**  
Hong Kong SAR

- Assisted in conducting outreach and talks to non-ethnic Chinese groups as well as mainstream Chinese.
- Prepared training materials, manning educational booths, helped out in training activities, etc.
- Assisted in designing PowerPoint slides and promotional materials such as posters and social media posts.
- Assisted in updating and maintaining the database on stakeholder organisations and race-related issues.

**Native English Teacher**  
*Headstart Group LTD.*

**Mar 2023 - Present**  
Hong Kong SAR

- Teaching English through bridging programmes at primary and secondary schools to Chinese and Non-Chinese students
- Equipping learners with communication and critical thinking skills to become an influential learner

**Native English Teacher**  
*ELITE Learning Centre*

**Sep 2022 - May 2023**  
Hong Kong SAR

- Taught English to primary school students one-on-one and in groups face-to-face and through remote settings
- Prepared relevant materials e.g., lesson plans, worksheets and PowerPoint to conduct lessons efficiently

**Freelance Private Contractor**  
*Asia Pacific Youth Development Foundation Limited (AFYHK)*

**Jul 2022 - Aug 2022**  
Hong Kong SAR

- Handled administrative tasks for the team
- Acquired the basics of working for an organisation

## Voluntary Work

**Tutor**  
*The YMCA*

**Sep 2021 – Dec 2021**  
Hong Kong SAR

- Assisted Non-Chinese students with their schoolwork and readied them for school tests and dictations
- Played games afterwards to engage their interpersonal and communication skills resulting in an environment that is not solely focused on academics

## Extracurriculars

**Chairlady of the Theatrical Make-Up Club**  
*Marymount Secondary School*

**Sep 2020 – Jul 2021**  
Hong Kong SAR

- Handled administrative tasks, arranged activity plans with fellow committee members and carried out sessions in a smooth manner Appointed as a P.R.O of the school club previously in Secondary 4 (2019)

## Awards

**Outstanding Service Awards 2021-2022 (Marymount Secondary School)**  
**Best in Chinese as a second language 2020-2021 (Marymount Secondary School)**  
**Dennis and Anne Beaver Foundation Bourse d'excellence 2019**  
**Hong Kong Speech Award Dramatic Duologue Merit Award 2018**

## Skills

**Flexibility | Communication | Leadership | MS Office | Google Workspace**