

## 盧芬 Gurung Suhani

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### SUMMARY

A proactive penultimate year student passionate about driving social impact through consulting. Skilled in analysis, project management, and stakeholder engagement within the public and community sectors.

### EDUCATION

#### City University Hong Kong

Sep 2023 - Jun 2027 [anticipated]

Bachelor of Arts in English and Professional Communication  
(Stream), International Business (Minor) - CGPA: 3.63/4.3

- Scholarship: AIA Scholarship; Entrance Scholarship for Outstanding Students
- Coursework: Management, Workplace Culture, Business Communication Strategies, Languages of Sustainability

#### St Clare's Girls' School

Sep 2017 - May 2023

### WORK EXPERIENCE

#### Radio Television Hong Kong – Summer Intern

Jun - Aug 2025

- Developed and executed a content strategy for radio programmes, designing 5+ graphics and creating engaging promotional posts that increased audience engagement.
- Advised a major public broadcaster on digital engagement strategy, conducting a gap analysis of social media performance, which identified a 25% audience reach shortfall and led to recommendations that improved KPI alignment.
- Facilitated cross-cultural communication by translating and proofreading programme materials, ensuring content was accurate and relevant for diverse public audiences.

#### Lululemon Athletica Inc – Sample Management Coordinator Intern (Supply Chain)

Jun - Aug 2024

- Managed cross-functional communication with international partners and over 10 raw material suppliers to guarantee 100% on-time delivery of product samples, mitigating potential production delays.
- Analyzed historical supplier data to forecast potential lead time variations, contributing to a more agile and predictive sample procurement strategy.
- Provided data-driven insights during weekly operational reviews that influenced sample prioritization and resource allocation, contributing to more efficient supply chain risk management.

#### Foundation for Shared Impact – Business Consultant Intern

Mar - Jun 2024

- Executed comprehensive operational assessments for a portfolio of 10 small businesses, performing root cause analysis to identify critical process bottlenecks and growth barriers.
- Formulated data-driven strategic recommendations across 5 key areas, including marketing, supply chain, and financial planning, presenting findings directly to business owners.
- Delivered actionable implementation roadmaps that directly contributed to an average revenue increase of over 10% and enhanced the long-term operational sustainability for participating businesses.

### LEADERSHIP EXPERIENCE/ OTHER ACHIEVEMENTS

#### Umeed Limited – Co-Founder

Aug 2025 - Present

- Developing an all-in-one solutions platform based on insights collected through regular engagement sessions with community stakeholders, applying user research methodologies to align features with community requirements.
- Forging partnerships with local NGOs, service providers, and language support networks to curate content and ensure wide-ranging, accurate guidance on city systems.
- Conducting stakeholder needs analysis with community members to ensure platform design is user-centric and effectively addresses key pain points.

#### Nepali Society of City University – Co-Founder

Oct 2024 - Sep 2025

- Implemented targeted social media strategies, boosting event attendance by 50% and enhancing the society's online presence.
- Orchestrated the end-to-end planning and execution of 5+ multicultural events for a 200+ member community, managing all budgets, logistics, and promotional campaigns.
- Served as the primary liaison between the society, university administration, and student union, advocating for member interests and securing resources.

#### Caritas Labor-Friendly Communities Project – Volunteer Intern

Jan - Mar 2025

- Established requirements for optimizing data collection workflows after examining age-related patterns among staff using Microsoft Excel.
- Fostered communication between local and ethnic minority (EM) cleaning staff, creating a collaborative work atmosphere, leading to a 15% increase in overall work satisfaction.
- Managed and delivered 4 Cantonese language training sessions based on needs-gap analysis, improving cross-cultural communication and workplace effectiveness.

### OTHER SKILLS

Language: Native Nepali, Fluent English, Fluent Cantonese (GCE – AL A\*), Basic Hindi

IT: Microsoft Office [Word, Excel (VLOOKUP/XLOOKUP/Pivot Table), PowerPoint, Outlook]