

CHENG LOK TING

SENIOR PROJECT COORDINATOR

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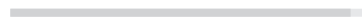
EDUCATION

09/2020 - PRESENT |
BACHELOR OF SOCIAL SCIENCES
WITH HONOURS IN PSYCHOLOGY STUDIES
HONG KONG METROPOLITAN UNIVERSITY

09/2008 - 07/2011 |
HIGHER DIPLOMA IN TOURISM STUDIES
HONG KONG INSTITUTE OF
VOCATIONAL EDUCATION (IVE)

SKILLS

ADAPTABILITY



ATTENTION



CREATIVITY



EMPATHY



MULTITASKING



LEADERSHIP



LANGUAGE

CANTONESE (100%)
Mother Language

ENGLISH (80%)
Perfect Speaking / Listening / Writing

MANDARIN (70%)
Good Speaking / Listening

ABOUT ME

This is Lotus Cheng. A content creator and project coordinator who can assist you in creating campaigns, ace pitches, building great brands, and launching outstanding projects.

- o Project coordinator in Hong Kong leading NFT trading platform.
- o Multimedia Creator.
- o Experienced Writer. (With 3 publications on the market)
- o Winner of the "Hong Kong Publishing Biennial Awards".
- o Senior book, and magazine Editor.

WORK & EXPERIENCE

08/2021 - 03/2023 | SENIOR PROJECT COORDINATOR

Artzioneer

- My primary responsibility as a senior project coordinator at Artzioneer is to navigate blockchain/NFT-related projects. My role is to look into the potential of collaborating with various artists, creators, brands, or organizations to optimize existing business operations using NFT.

08/2020 - 08/2021 | CONTENT EDITOR

Sino United Electronic Publishing Ltd.

- As a content editor at Sino United, my primary responsibility is to launch audio books in the "Nowbook" app. It is an audio book app that primarily offers Cantonese audio versions of popular books on the market. My role is to oversee audio production and ensure that the quality is acceptable. I also need to come up with marketing and promotion campaigns to increase downloads and member achievement.

09/2019 - 08/2020 | SENIOR EDITOR

Education Media Group Limited

- "Educational Media" is an educational media company. My role as a senior editor is to produce a magazine called "Education Professional". Interviewing and writing each issue's theme story, editing articles from various parties, and arranging design layouts are all part of the job. I am also in charge of assisting various scholarly organisations in producing customised publications.

11/2016 - 12/2018 | EDITOR

Ming Pao Publications Ltd.

- As an editor, my responsibility is to collaborate with authors, book designers, and sometimes institutions to publish a book from idea generation to content establishment, design concept direction, and finally production.

02/2016 - 07/2016 | EDITOR

39 Columns

- 39 columns is a Chinese reading app that has been released in Hong Kong and Taiwan. Each issue contains 39 articles covering a variety of topics. As an editor, I was in charge of all content and marketing strategy, editing, and feature planning for each issue.