

JASMINE CHOI

Delta, BC | (604) 830-6783 | jtkchoi@gmail.com | [linkedin.com/in/jasminechoi](https://www.linkedin.com/in/jasminechoi)

Smart, diligent, motivated, and detail-oriented professional with 4 years of experience in a post-secondary education institution, and 4 more years of airline engineering experience in an industry setting.

EXPERIENCE

AUG 2019 -
APR 2024

TECHNICAL OFFICER, THE HONG KONG POLYTECHNIC UNIVERSITY

- Performed administrative duties as well as technical duties for five laboratories, such as: keeping student / equipment / maintenance records up to date; responding to and personally handling inquiries regarding laboratory usage; ensuring all laboratory space is in good and safe condition for research use.
- Performed quarterly laboratory inspections and yearly laboratory audits to ensure that all activities were up to Health, Safety and Environment standards.
- Coordinated large equipment purchases by liaising with potential vendors, meeting each vendor to understand what they have to offer, and finally writing the actual specifications that would be included in the tender invitation.
- Designed and created workflows via Microsoft Power Automate to ensure that student records are up to date, and that all information is kept and managed accurately.

JUL 2015 -
JUL 2019

ASSISTANT ENGINEER, HONG KONG AIRLINES

- Worked within the Engineering Department and exercised troubleshooting and critical thinking skills to solve any technical and maintenance issues that arose within the fleet.
- Directly involved in the migration to a newly developed Information Management System, and worked alongside our developers to test and debug the system through parallel testing

JUN 2006 -
JUN 2010

ADMINISTRATIVE ASSISTANT, SUPERPREM INDUSTRIES

- Assisted in everyday accounting operations by issuing new invoices as items got sold; recording payments as cheques and bank deposits came in; and performing bank reconciliation to ensure that all incomes and expenses are accounted for.

INDEPENDENT CONTRACTOR EXPERIENCE

JUN 2021 -
JUN 2024

WEB DEVELOPER

- Develop Shopify websites for clients using HTML/CSS/JavaScript based on a given mock-up and custom requests for functionality
- Design and develop custom web applications based on user specifications using NodeJS and React
- Implemented custom home servers as a media backup point
- Well-versed in information technology systems beyond the basic usage of a computer, such as command line interface, and how networks and servers communicate

JASMINE CHOI

Delta, BC | (604) 830-6783 | jtkchoi@gmail.com | [linkedin.com/in/jasminechoi](https://www.linkedin.com/in/jasminechoi)

Smart, diligent, motivated, and detail-oriented professional with 4 years of experience in a post-secondary education institution, and 4 more years of airline engineering experience in an industry setting.

EDUCATION

JUN 2015



BASC IN AEROSPACE ENGINEERING, UNIVERSITY OF TORONTO

Received the Dean's List award for maintaining a high grade point average and academic excellence and graduated with honors

JUN 2010



INTERNATIONAL BACCALAUREATE DIPLOMA, RICHMOND SECONDARY SCHOOL

Recognized for Outstanding Athletics Contribution, Outstanding Academic Achievement, and Outstanding Achievement in both IB Chemistry 12 HL and IB Physics 11 SL

SKILLS

- Languages: English (native), Chinese (fluent), Korean (basic)
- Holder of a BC Class 5 Driver's License
- Excellent communication skills, both verbal and written
- High proficiency in Microsoft Office Tools
- Very self-disciplined and possesses a high ability to learn new skills independently
- Ability to collaborate effectively team members

ACTIVITIES

- Registered player of the HKFA Jockey Club Women's Football League, 1st Division
Active player for 7 seasons with Tai Po FC, and 1 season with WSE FC