

Katherine, WONG Ching
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EDUCATION

City University of Hong Kong HKSAR, China
The Postgraduate Certificate in Laws (UGC funded) Jul 22 – Jul 23

City University of Hong Kong HKSAR, China
Juris Doctor Jul 20 – Jul 22

City University of Hong Kong HKSAR, China
Bachelor of Business Administration in Marketing Sept 16 – Jul 19

- Second Upper Class Honor

WORK AND INTERNSHIP EXPERIENCE

Chen & Lee Law Office, Trainee Solicitor HKSAR, China
Aug 23 – Present

- Drafted correspondences between Court, Counsel, and clients.
- Assisted in handling arbitration cases in relation to contract dispute.
- Drafted pleadings regarding various civil litigation, including unjust enrichment, contract, and winding-up.
- Assisted in handling contractual by liaising meeting and/ or correspondence between counsel and clients.
- Conducted legal research relating to probate practice, enforcement of foreign judgment, matrimonial matters, and general civil procedures.

Haiwen & Partners LLP, Intern HKSAR, China
Aug 22 – Aug 22

- Drafted legal advice for client relating winding up petition.
- Conducted legal research relating to the arbitrator's power.
- Prepared and recorded the court minutes for client in accordance with the Master's direction.
- Drafted legal article relating to cross-border arbitration, especially on the asset perseverance.

Hill Dickinson Hong Kong, Intern HKSAR, China
Jun 22 – Jul 22

- Assisted in preparing witness statement for trial.
- Drafted legal advice regarding employment law.
- Drafted Court order after hearing in compliance with Master's direction.
- Drafted Summons and affidavit regarding the application of security for cost, default judgment, garnishee order and summary judgment.
- Assisted in handling shipping dispute in relation to COVID by preparing without prejudice letter.

Equity Chamber, Mini pupillage (Shadow: Mr. Johnny So) HKSAR, China
Dec 21 – Jan 22

- Translated and explained legal documents such as statement of claim and statement of defence and counterclaim for client.
- Assisted in holding client conferences to provided legal advice for the criminal and civil procedures as well as grounds of the case.

- Conducted legal research for sentencing guidelines.
- Reviewed the evidences primarily and identified the related materials that could be beneficial to client.

Admiralty Chamber, Mini pupillage (Shadow: Mr. John Marray)

HKSAR, China
May 21 – Jun 21

- Drafted pleading and closing statements to the court for criminal and civil cases.
- Reviewed and summarised evidence so as to prepare valid prosecution and defence strategy.
- Conducted legal researches for criminal and civil trials.
- Translated a considerable amount of witness statements including prosecution witnesses and defence witnesses.

China Mobile Hong Kong, Graduate Trainee

HKSAR, China
Jul 19 – Jul 20

- Prepared NDA for various business units prior to initiation of projects.
- Drafted service agreement for establishing business cooperation with Apple, WeChat and Alibaba.
- Organised business meetings to provide solid legal advice to business units suiting different project's nature.
- Reviewed terms and conditions for marketing campaigns including 5G launching events and promotions.
- Supervised events (e.g. roadshow) as a project manager and coordinated with team leaders from marketing and new business to increase profits and boost product awareness.

Tandem, Marketing Intern

Berlin, Germany
Jun 18 – Aug 18

- Acted as supervisor of the launch of annual campaigns such as "Back to School" and "World Cup", which captured 30% growth in user base.
- Assisted in re-structuring the company's revenue model and provided ideas in entering the Chinese market by establishing strategic partnerships with WeChat and Alibaba.
- Modernized the structure of company website and content by using Search Engine Optimization (SEO) and Search Engine Marketing (SEM) tactics such as Google Adwords to enlarge the customer base.

Chun Wo Construction Holdings Limited, Marketing Assistant (Intern)

HKSAR, China
Jul 16 – Aug 16

- Organized annual company events such as Mid-Autumn Festival Workshop and Annual Scholarship Recipients Talk.
- Designed new advertisements and negotiated with advertising agencies to launch the advertisement through various media channels.
- Inputted sponsorship invitation data to excel and evaluate sponsorship invitations to give a preliminary result of the invitation.

PROFESSIONAL QUALIFICATIONS

- **SCIA & SCIAHK Dual Qualification Tribunal Secretary**