



Jane Kwok has 10 years administrative management experience in Hong Kong. She received the International Advanced Diploma in Administrative Management from The Institute of Administrative Management (UK) in 2001. On account of her strong sense of responsibility, intelligence, energetic and meticulous, she was very fast in acquiring the necessary knowledge from different field. With the academic knowledge in Administrative Management and relevant working experienced, it enhanced her interpersonal skills and problem solving skills.

Jane was a parent volunteer for the Mandarin after school program started in 2009. After this Mandarin program became a non-profit organization, **Qiao Ji Mandarin** in 4 years later, she accepted an administrator position and continued to provide administrative support for the teachers and the parents. To control the program running smooth and satisfy the students and parents' needs are her tasks. Her professional knowledge and skills making herself an indispensable link among the Qiao Ji Mandarin, teachers, school staff and parents. She is happy to serve the community. She currently resides in San Francisco with her family. She can be contacted at jyeungkwok@gmail.com

杨玉珍在香港拥有 10 年的行政管理工作经验。她于 2001 年获得英国行政管理学院行政管理国际高级文凭。凭借她强烈的责任感，智慧，做事充满活力和细致的能力，她很快便从不同的工作领域获得必要的知识。行政管理方面的学术知识和相关工作经验，提高了她的人际交往能力和解决问题的能力。

从 2009 年开始，她以家长志愿者，协助学校课后中文班课程的运作。4 年后，这个中文班课程成为一个非盈利组织 - 侨济中文，她便接受了行政管理员职位，并继续为教师及家长提供行政服务。控制课程运行的顺畅，满足学生和家长的请求是她的任务。她的专业知识和技能使自己成为侨济中文，教师，学校员工和家长之间不可或缺的一环。她目前和家人一起住在旧金山。可以通过 jyeungkwok@gmail.com 与她联系。