

WAI KWONG (PETER) LEE

(way-kong)

CURRENT ADDRESS

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PERMANENT ADDRESS

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- If you have “adopted” an American first name, indicate this in parenthesis at the top of your resume.
- If your name is difficult to pronounce, you might include the phonetic spelling beneath your name.

OBJECTIVE

To obtain a software engineering position with emphasis on communication software development.

- If you include an objective, keep it concise and list the position or type of position you are seeking.

SUMMARY OF QUALIFICATIONS

- Three years of experience developing dynamic and interactive databases
- Proven communication skills as demonstrated through campus leadership, delivering multiple professional presentations, and tutoring other international students in reading, writing and speaking English
- Fluent in English, Chinese (Mandarin and Cantonese), and Malay. Proficient in French
- Proficient in Microsoft Office, SPSS, PageMaker, Dreamweaver, and C++
- Traveled extensively throughout Asia, France and Russia and developed a solid understanding of the cultures and customs

- This is an optional section to include in your resume, but can help highlight how your experience, academic background, and personal abilities relate to the specific needs of the position.

EDUCATION

Master of Science in Computer Engineering

The University of Kansas

- GPA: 3.5/4.0

Expected: May 2010
Lawrence, KS

Bachelor of Science in Computer Engineering

The University of Hong Kong

- Globally recognized and ranked as the #1 university in both Hong Kong and China

May 2008
Pokfulam, Hong Kong

- Only list schools you received degrees from or are currently pursuing a degree from.
- If you list degrees from foreign institutions, provide a frame of reference when possible.
- If you include a GPA from a foreign institution, convert the number to be consistent with the 4.0 GPA scale.

RELEVANT EXPERIENCE

Systems Analyst/Programmer

Academic Technology Services – The University of Kansas

- Created the personnel database for the Department of Educational Services
- Analyzed, designed and implemented the Job Matching Program for the University Career Center
- Helped implement inter-departmental computer communications systems (Outlook)
- Wrote FOCUS programs to extract information from student records database
- Established supercomputer connection with Florida State University
- Coordinated and presented training sessions for computer users in the Department of Student Affairs

January 2007 - Present
Lawrence, KS

- Group all of your relevant experience into one section. Include relevant part-time jobs, internships, lab experience, and volunteer experience. Group other less relevant experience into a separate section, such as ‘Additional Experience’.
- Start descriptions with active verbs (i.e., developed, led, created, organized, etc.).
- Focus on accomplishments and outcomes of your experiences, not just responsibilities or duties.
- Since dates aren’t as important as job title and descriptions of what you did, it’s better to put the dates on the right side rather than the left.

LEADERSHIP EXPERIENCE

Vice President of International Students Association - *The University of Kansas*

2008-09

Member of Kappa Alpha Psi Fraternity – *The University of Kansas*

August 2006-Present

HONORS & AWARDS

Dean’s List – *The University of Kansas*

August 2006 – Present

Recipient of Academic Scholarship – *KU Department of Computer Engineering*

2008, 2009

General Resume Rules:

- Keep it to one page (unless you are writing a Curriculum Vitae (CV) or have enough relevant experience to fill 2 pages)
- Be consistent in your formatting, use of bullet points, use of bolding/ italics/ underlining, and alignment
- Use a font size no smaller than 10 and no larger than 12 for the body of your résumé
- Target the content of your résumé towards the qualifications and requirements of each job you apply for
- Don’t include personal information, such as: marital or health status, birth date or age, race/religion/ethnicity, photograph, personal interests or hobbies, or employment status