

Yan Ching Hermione MOK

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Education

- 2008 - 2014** Cheung Chuk Shan College, Hong Kong
- 2015 - 2017** **Bachelor of Science, majoring in Geography and Marine Science** (GPA: 5.83/7.00)
Australian National University, Canberra, Australia
- 2018 - 2020** **Master of Science in Energy and Environment** (*part-time*) (CGPA: 3.18/4.30)
City University of Hong Kong, Hong Kong
- 2021 - 2022** **Master of Laws in Business Law and Sustainable Development** (*with dissertation*)
(Common Grading Scale: 18.43/22.00), achieved with Distinction
University of Aberdeen, Scotland, UK, **Chevening Scholarship**

Overseas Exchange Programme

- 2016** **Bachelor of Science, Junior Division, Faculty of Arts and Science**
The University of Tokyo (UTokyo), Japan, **JASSO Scholarship**

Experience

- 2018 - 2020** **Departmental Research Assistant in the Department of Geography, HKU**
Responsible for:
- (a) Research development
- Assist and as the primary contact of the Department, for the *Research Assessment Exercise 2020* of the University Grants Committee, including collecting *Research Output*, and drafting *Impact Statements* and *Environment Statements*
 - Prepare the *Departmental Research Strategy* to identify, frame, and implement KPIs for future challenges, and assist in funding exercises and grant proposals
- (b) Administrative support and management
- Provide secretarial support to Committees, serve to coordinate both internal and external parties on academic visits and activities, and other general administrative support
 - Assist in RPg student matters, including but not limited to (i) manage admissions and enquiries, (ii) oversee the internal database, (iii) draft internal guidelines and procedures, and (iv) regular website updates and publicity
- 2020 - 2021** **Executive Officer at the Office of Research and MPhil-PhD Programmes, CUHK Business School**
Responsible for:
- (a) Research postgraduate (RPg) programmes and RPg student management
- Supervise and coordinate administrative staff members of the six academic units on (i) managing RPg student matters (over 100 RPg students), (ii) the annual MPhil-PhD admission exercise, (iii) handle enquiries and maintain websites, (iv) design internal workflows and procedures, and (v) organize activities and publicize programmes globally (including alumni and external engagement)
 - Closely work with CUHK Graduate School to provide sound administrative services
 - Oversee, streamline, and formulate internal RPg policies and regulations (including course curriculum/survey data collection/accreditation, budget management) to reach a standardized, consistent, and up-to-date management for programmes
 - Provide administrative and secretarial support to the Committee on Research Postgraduate Programmes, suggest and advise the Committee Chairperson (Associate Dean (Research)) to take regular reviews on (i) goals and initiatives of the programmes (e.g., student experience and development), (ii) internal policies and regulatory frameworks, and (iii) managerial procedures and support for better outreach
- (b) Research, innovation, and impact
- Liaison with central units of the university and external parties on (i) Faculty's research impact and outreach, (ii) assist two Associate Deans in preparing documentation and explore new strategies for the next *Research Assessment Exercise*, (iii) look after research grant applications and funding schemes, (iv) monitor budget, and (v) manage a research center
 - Assist the Associate Dean (Innovation and Impact) to manage Faculty-level research impact grants, projects, and activities

2023 - 2024 **Assistant Manager (Climate Action),
Jockey Club Museum of Climate Change**, under the management of
Social Responsibility and Sustainable Development Office, CUHK

Responsible for:

(a) Education, outreach, and networking

- Disseminate and promote knowledge on climate and sustainability in and beyond Hong Kong, such as (i) to assist in the creation/updating of scientific content for exhibitions, guided tour scripts, and museum worksheets to deliver effective science communication, (ii) to organize seminars and workshops to train-the-trainers at the Jockey Club Museum of Climate Change (MoCC), (iii) to strategize innovative learning through capacity building, and (iv) as the project manager of the *MoCC Ambassadorship* (over 50 ambassadors); to recruit and provide training for the museum's operational and outreach activities
- As the primary contact of the museum to coordinate, handle, and liaison with internal and external parties, such as (i) corporates, (ii) public bodies and NGOs, and (iii) local and overseas school representatives to meet projects' deliverables, outputs, and services

(b) Event management, communication, and publicity

- Deliver, manage, and oversee events and engagement activities, such as (i) museum's gallery opening, (ii) anniversary celebration, and (iii) ceremony
- Assist in the preparation of publicity materials, including but not limited to (i) welcome speech and talking points, (ii) slide decks, (iii) social media platforms, and (iv) websites

(c) Administrative support and museum operations

- Oversee a wide range of administrative functions, for example, to (i) supervise subordinates, (ii) track projects' status and management (e.g., projects funded by Environment and Conservation Fund and Environmental Campaign Committee; total: approximately HK\$ 1.6 million), (iii) monitor budget and planning, devise business plans and strategies, (iv) prepare proposals, reports and papers, and provide secretarial support to Committees, and (v) execute action plans that are in line with CUHK Strategic Plan 2021-2025
- Closely work with the team to review and streamline (i) visitor experience and accessibility (e.g., inclusiveness), and (ii) day-to-day operation and tour arrangement of the museum

2025 - Now **Manager, HKU Research Hub of Population Studies**,
under the management of the **Faculty of Social Sciences, HKU**

Responsible for:

- Foster academic collaboration and engage with global stakeholders to facilitate knowledge exchange and research innovation through seminars and conferences, serving as a foundation for further idea exchange and creating positive impact within the community

Achievements

- 2017** **Mok, Y. C. H.** and Böhm, M. In search of preservation sites for Wollemi pine (*Wollemia nobilis*) in a changing climate, *poster presentation*, Australian Meteorological & Oceanography Society (AMOS/MSNZ) Conference & ANZ Climate Forum 2017, (Canberra, Australia)
- 2022** **Mok, Y. C. H.** Transforming UK's food system be healthy, resilient and sustainable – Lessons learned from the COVID-19 pandemic, *conference presentation*, UK Chevening Conference 2022 (London, UK)

Organizations/Societies

2023 - Now **Fellow, The Geological Society of London**

2023 - Now **Secretary of the Aberdeen University Hong Kong Association**