

Curtis Lui

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Professional Profile

Social Science undergraduate specializing in Government and International Studies (Class of 2027), focusing on Global Justice, Transitional Justice, and Human Rights Law. Passionate advocate for free knowledge, digital freedoms, and equitable access to information. Experienced in collaborative governance, youth engagement, and research in both social science and technical domains. Fluent in English, Mandarin, and Cantonese, with a proven record of responsibility in leadership, research, community governance and arbitration.

Core Skills

- **Governance & Community Engagement:** Board and arbitration experience in Wikimedia; event coordination, policy oversight, and stakeholder communication.
- **Research Coordination:** Recruitment management, tool design, qualitative and quantitative analysis, and research documentation.
- **Administrative Support:** Scheduling, record-keeping, grant application processing, and accurate workflow management.
- **Customer Service:** High-volume client and passenger interaction, issue resolution; VIP and general passenger relations in aviation and healthcare sectors.
- **Communication:** Advanced written and oral skills in English, Mandarin, and Cantonese; technical writing, research reporting, and public outreach.
- **Technical Proficiency:** Software development (Python, PostgreSQL), CRM systems, scheduling tools, data and database management.
- **Youth Development:** Advocacy on youth leadership for sustainable community governance.

Professional Experience

Youth Delegate

Mar 2025 – Present

United Nations Office for Disarmament Affairs

- Draft statements, talking points, and press notes for the Conference on Disarmament, NPT review cycle, Programme of Action on Small Arms and Light Weapons, Anti-Personnel Mine Ban and Cluster Munitions conventions, and ammunition management initiatives.
- Conduct legal and policy research on international disarmament frameworks, focusing on compliance, transparency reporting, confidence-building measures, and emerging risks from autonomous systems and AI-enabled targeting.
- Produce policy analyses and briefers to inform UNODA team interventions and youth advocacy.

Communication Officer (Chinese & Cantonese speaking)

Apr 2025 – Sep 2025

Aspire Health, Inc.

- Translated key information and procedural guidance for clients and team members in Chinese and Cantonese.
- Drafted and translated notices, instructions, and correspondence to facilitate clear internal and external communication.
- Provided technical support to clients and staff, enhancing understanding of insurance processes.

Junior Legal Officer

Feb 2025 – Present

Wai Tak Rifkind & Chow LLP

- Conduct legal research on GDPR frameworks and EU law compliance matters for commercial clients.
- Draft reports, policy recommendations, and compliance memoranda under supervision of senior partners.
- Support cross-border advisory projects involving data protection, corporate governance, and regulatory obligations.

Director, Board Member

Aug 2024 – Present

Wikimedia Community User Group Hong Kong

- Lead community engagement initiatives and oversee project management.
- Coordinate events and communicate with diverse stakeholders.
- Supported Wikimedia Movement Charter ratification as Charter Electoral Commission member.

Part Time Officer

Feb 2024 – Mar 2025

Hong Kong Arts Development Council

- Assisted in the processing of grant applications.
- Collated and analyzed data and statistics to support arts development programs.

Member, Student Task Force

Jan 2023 – Oct 2024

Human Rights Watch

- Participate in youth-led advocacy and awareness initiatives focused on children's rights and global human rights issues.
- Develop leadership capacity through public engagement, project coordination, and campaign planning.
- Collaborate with peers to execute advocacy actions, including community events, educational outreach, and dialogue with policymakers.

Research Coordinator (IAD)

May 2023 – Mar 2025

American Psychological Association

- Managed participant recruitment and data collection on internet addiction and mental health.
- Designed research tools, conducted qualitative and quantitative analysis.
- Collaborated on research papers, maintained project documentation, and ensured ethical compliance.

Passenger Services Officer (JX & KE)

Jul 2024 – Feb 2025

Hong Kong Airport Services Limited

- Provided passenger reception, check-in, and gate services, including at SkyPIER and airline desks, using CM and GoNow systems.
- Supported passengers at self check-in and self bag-drop, handled major disruptions efficiently.

Emergency Room Clerk (Volunteer)

Nov 2023 – Feb 2025

Hospital Authority (Tin Shui Wai Hospital)

- Assisted patients and visitors; supported administrative tasks in the Patient Resources Centre.
- Provided compassionate care and a welcoming environment.

Customer Service Officer (HX)

SATS HK Ltd

May 2023 – Jul 2024

- Performed check-in, boarding, arrivals, reservations, and ticketing using Angelite (Travelsky).
- Assisted supervisors with disruption management, attended briefings, ensured satisfaction of VIPs and general passengers.

Junior Software Developer

WebEngage

Feb 2022 – Apr 2023

- Supported backend data processing with PostgreSQL and Python for segmentation and analytics.
- Developed, debugged, and documented analytic features (campaigns, in-app messaging); contributed to code review and unit testing.
- Collaborated in a cross-functional team using git and agile tools.

Education

Hong Kong Baptist University

Expected July 2027

Bachelor of Social Sciences (Hons) in Government and International Studies

Certifications

- COVID-19 Training for Healthcare Workers
- Introduction to Psychology
- An Introduction to American Law
- The Convention on Certain Conventional Weapons (CCW) and its Protocols
- Implementation of the Biological Weapons Convention - Training for National Contact Points and relevant stakeholders
- Youth and Disarmament

Technical Skills

- **Programming:** Python, C#, C, C++
- **Database/Tools:** PostgreSQL, CRM/Scheduling tools, Angelite (Travelsky)
- **Other:** Research documentation, data analysis (qual. & quant.), REST API integration, Git workflow