

SAMPLE

WONG John	
LLB Law Society of Hong Kong	← Qualification and Membership of Professional Bodies
Partner	← Present Position
Wong & Co.	← Name of Firm
Room 1221 Gloucester Tower, 11 Pedder Street, Central, Hong Kong	← Address
Tel: 2566-1234 Fax: 2566 5678 e-mail: john@wongco.com.hk	← Telephone Fax and e-mail
Date of Birth :19 June 1954 (optional)	← Date of Birth
Fluent in Cantonese, Mandarin and English	← Languages/Dialects Spoken to a level you could conduct a mediation in them
<u>Mediation Training</u>	
Mediation - LSHK mediation course Feb 1999 completed Appointed as mediator on 1 occasion 2 mediations on-going	← Mediator training ← Mediator Experience
CAREER	
1973 – 6 - LLB University of Hong Kong 1976 - PCLL University of Hong Kong 1976 – 78 - Trainee Solicitor Contract – Chan & Co., HK 1979 – 83 - Assistant Solicitor, Chan & Co., HK, practising mainly in family law. 1984 – 87 - Assistant Solicitor, Ng & Co. Family law practice 1988 – present - Partner, Wong & Co., HK Family law practice	← Career Details – give year, position held and organisation
<u>Other Relevant Experience</u>	← Other experience including negotiation, partnering etc
Negotiation - Law Society Negotiation Skills Workshops (Basic) & (Advanced), 1999 and 2000 completed	