

## **Curriculum Vitae**

<b>Name:</b>	Mr. Chan Kin Wa Kevin
<b>Year of Accreditation</b>	HKMC (2012), HKMAAL (2013)
<b>Language:</b>	English, Chinese and Putonghua

### **Enlisted Mediation Panels**

1. List of Accredited Mediator for the Building Management Cases in the Lands Tribunal starting from 2012
2. List of Accredited Mediator (Hong Kong Mediation Centre) starting from 2012
3. List of Mediator (Pilot Mediation Scheme under the Land (Compulsory Sale for Redevelopment) Ordinance starting from 2013-14
4. List of Mediator under the Mediator Mentorship Scheme operated by the Joint Mediation Helpline Office starting from 2020-21
5. List of Panel Mediator of Integrated Mediation Office (West Kowloon) starting from 2022

### **Coaching Experience**

Teaching Assistant of HKMAAL recognized mediation courses in the following organizations from 2014:-

1. School of Continuing and Professional Studies, The Chinese University of Hong Kong (CUSCS)
2. The Hong Kong Polytechnic University (PolyU)
3. St. James' Settlement
4. Lingnan Institute of Further Education, Lingnan University (LIFE)
5. Hong Kong Mediation Centre (HKMC)

### **Areas of Practice**

Building Management, Contractual disputes, Landlord and Tenant, Personal Injury, Intellectual Property, Construction

### **Academic and Professional Qualifications**

1. Master of Education (The University of Hong Kong)
2. Postgraduate Certificate in Advanced Educational Studies (The University of Hong Kong)
3. Master of Laws (University of Wolverhampton, U.K.)
4. Bachelor of Business Administration (Hons) (Hong Kong Shue Yan University)

5. Honor Diploma in Law and Business (Hong Kong Shue Yan University) (The programme was accredited and renamed Bachelor of Commerce (Hons) Law and Business starting from Sept 2007.)

### **Career History and Responsibilities**

#### **2018- Present: Senior Officer (Construction Industry Council)**

(Duties: Provide Secretarial Services for various committees and corporate administrative support)

#### **2009-18 Course Coordinator (The Chinese University of Hong Kong)**

(Duties: Providing administrative support to academic programmes including the quality assurance and administration of these programmes)

#### **2007-09 Programme Officer (Lingnan University)**

(Duties: Providing administrative support to academic programmes including the quality assurance and administration of these programmes)

#### **2005-07 Community Organizer (Tai Po District Office, Hong Kong Home Affairs Department)**

(Duties: Assist in organising Mutual Aid Committees (MACs) and Owners' Corporations (OCs); attend MACs, OCs, owners' committees' meetings and owners' meetings; visit and liaise with MACs, OCs, owners' committees and buildings, prepare reports and input data; assist in implementing community activities.)

## 簡歷

姓名:	陳健華
認可年份	香港和解中心 (2012), 香港調解資歷評審協會(2013)
語言:	廣東話、普通話、英文

### 處理調解個案經驗

1. 土地審裁處「建築物管理調解統籌主任辦事處」調解員 (自 2012 年開始)
2. 香港和解中心認可調解員 (自 2012 年開始)
3. 2013-2014 年 <土地(為重新發展而強制拍賣)條例>「調解先導計劃」調解員
4. 小額個案調解先導計劃 - 調解員師友計劃 (於 2020-2021 年擔任調解員)
5. 司法機構綜合調解辦事處(西九龍) 調解員 (自2022年開始)

### 教學經驗

由 2014 開始為以下機構擔任認可調解訓練課程擔任助理導師

- 香港中文大學專業進修學院
- 香港理工大學
- 聖雅各福群會延續教育中心
- 嶺南大學持續進修學院
- 香港和解中心

### 處理調解個案範圍

建築物管理個案, 合約糾紛, 業主與租客糾紛

### 學歷

1. 香港大學教育碩士
2. 香港大學教育深造證書
3. 英國伍爾弗漢普頓大學法律碩士
4. 香港樹仁大學工商管理(榮譽)學士
5. 香港樹仁大學法律與商業榮譽文憑 (在香港樹仁大學於 2006 年正名後, 2007 年正式開辦法律與商業 (榮譽) 商學士課程。)

## 工作經驗

2011- 現在: 高級主任 (香港建造業議會)

職責:

- 按建造業議會政策安排相關委員會會議之文件及相關秘書處工作；
- 準備會議議程、文件、會議記錄、其他文件及處理跟進事項。

2009-11 課程統籌主任 (香港中文大學)

職責:

- 與不同持份者協調，以確保課程能有效地教授；
- 收集各持份者的回饋意見，擬備數據分析報告及管理報告；
- 為各課程小組提供秘書處支援服務。

2007-09 課程行政主任 (嶺南大學)

職責:

- 執行一般行政工作及協助院校處理日常運作事宜；
- 協助擬備及更新培訓筆記。

2005-07 社區幹事 (大埔民政事務處)

職責:

- 協助組織互助委員會/業主立委法團及處理其相關事務；
- 協助籌備地區活動及鼓勵市民參與社區建設活動；
- 協助準備會議及文書工作；
- 協助處理有關樓宇管理的事務；
- 協助任何其他獲指派的適當任務。