

Frankie So,

Project Manager -Creative Strategist -Faith / Tech Educator
I connect people, systems, and ideas with empathy, clarity, and purpose.

<https://frankie.work> +(852)6234-2244 so@frankie.work 8+ YEARS Project Delivery

EDUCATION

Master of Arts in Communication
Hong Kong Baptist University
2012-2014

Bachelor of Science in Creative Media
City University of Hong Kong
2008-2011

High Diploma in Computer Games and Animation
Hong Kong Institute of Vocational Education
2004-2008

KEY SKILLS

AI & Generative Tools
ChatGPT(3Years)/Copilot/OpenClaw/ComfyUI/
Text generation Local AI setup with guff/
Midjourney/Stable Diffusion/Select Models

IT/Digital/Media Project Management
PMP/SWOT/PDAC/ OKR/Miro/ Concept
Mapping Tool/UML/WBS/ Critical
Path/RACI/Risk Plan

Design/Event
Adobe Photoshop / Illustrator /
InDesign/Canva/Premiere Pro / Video Editing
/CapCut /Live2D Cubism / OBS / Streaming
tools/Audio Editing (Audacity /PA system) 3D
Max/Maya/V-Ray

Web/Code
Codex/HTML/CSS /WordPress / Wix / SSL /App
Prototyping/Basic API,DNS/Render
porting/Basic Firewall rules setting

PROFILE

Project delivery and systems coordination professional with 8+ years of experience across enterprise systems, ERP, fintech, mobile applications, websites, AI-enabled solutions and digital education. Translates user needs into scope, workflows, prototypes, testing and delivery plans while coordinating developers, designers, vendors, operations teams and stakeholders across Hong Kong and Mainland China.

PROFESSIONAL EXPERIENCE

- Project Manager /
Project Consultant of Customers**
03/2021 – 01/2025
- Msystem.com.hk Limited/
MCastle Holdings Limited
- Led or coordinated 60+ Technology Voucher Programme and digital projects for approximately 60 client companies; around 80% were ERP-related and typically valued at HK\$200,000-HK\$600,000.
 - Approximately 54 projects were formally completed, all within contractual deadlines and original budgets.
 - Coordinated three local developers, four Mainland China engineering teams and local UX/UI designers across requirements, front-/back-end integration, user testing, deployment and stakeholder communication.
 - Modernised a four-branch money-changing system by integrating online exchange rates, branch cash flow and currency inventory; reduced routine WhatsApp status reporting from about 15 messages per day to zero.
 - Demonstrated a deeply customised Dolibarr-based ERP platform, conducted client discovery and workflow observation, assessed solution fit, and translated industry requirements into enhancement and training needs.
 - Prepared 10+ early-stage business plans and investor proposals; two confirmed cases progressed from first-round funding to paid development.

- Research Assistant (Teaching)**
04/2021 - 09/2021
- City University of Hong Kong
- Co-designed new-media project-management modules and workshops covering OBS, Webex, Zoom, Microsoft Teams, YouTube Studio, Steamdeck, livestream architecture, Live2D and digital exhibitions.
 - Mentored final-year students applying academic theory to livestreaming, animation, interactive installations and real-time audience interaction.
 - Coordinated a public multimedia exhibition, proposal templates and industry connections from ideation and pitch to public presentation.



ADDITIONAL SKILLS/LANGUAGE

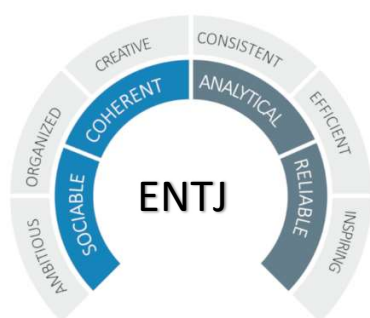
Cantonese: Native,
English: Reading and written proficiency;
verbal communication functional with
preparation
Mandarin Chinese: Fluent

Personality/ Communication

Cialdini Influence/ Enneagram-No.8/Slack



CHARACTERISTICS



Project Manager

06/2017 – 02/ 2021

MCastle Holdings Limited /

Money Matching Limited

- Led planning, development and implementation for an HKSTP-incubated fintech mobile app and credit-card/loan comparison platform.
- Managed developers, designers and analysts; assigned responsibilities, set milestones and provided technical and strategic direction.
- Handled UML, class diagrams, UI mock-ups, technical evaluation, user testing, meeting documentation and stakeholder communication.



CERTIFICATIONS(IT Project)

Google AI Professional Certificate 06/2026

Google / Coursera

- Seven-course
- AI Fundamentals/ AI for Brainstorming and Planning/ AI for Research and Insights/ AI for Writing and Communicating/ AI for Content Creation/ AI for Data Analysis/ AI for App Building

ChatGPT Foundations for Teachers 06/2026

OpenAI

- 5 hours

Foundations of Project Management

Google / Coursera

Project Initiation: Starting a Successful Project

Project Planning: Putting It All Together 06/2026-present

- Part of Professional Certificate Google Project Management
- Project Management Professional (PMP) Preparation Course 02/2015
- 42 hours
- PMBOK 5th

Informatics Education
(HK) Limited



CERTIFICATIONS(Facilitation/Mental Health)

Mental Health First Aid (MHFA) Standard

Mental Health Association of HK

Course 12/2025

- 12-hour
- PREPARE/ENRICH Certified Facilitator Course 04/2025
- Premarital and marriage relationship assessment and facilitation training
- Life Together Beginners Course & Advanced Course 08/2025
- 6.5hour

PREPARE/ENRICH

The Samaritan Befrienders Hong Kong

Gender-friendly Counselling Therapy Skills and Practice

Gender Academy

Course 12/2025

- 7.5hour



CERTIFICATIONS(Faith/Theology)

Global Queer Theologies: An Introduction 05/2025

Institute Sophia

- 135 hours (3 credits); Professor Hugo Córdova Quero

Queer Theology Online Workshop(Beginners & Advanced)

Queer Theology
Academy

07/2024 08/2025

- 40+ hours

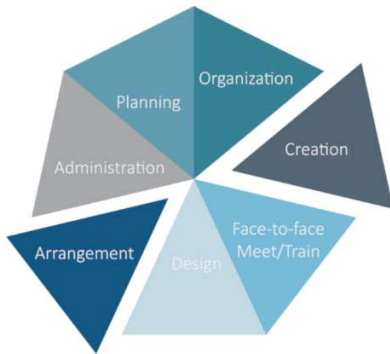
Biblical Hebrew Level 1 02/2024

Beit Midrash Yeshua

- 10 hours



JOB DUTIES



INTEREST/ACTIVITY



PHOTO



JUNIOR EXPERIENCE

Photo Editor/Website Designer Project-based Freelancer

09/2012 - 08/2014 01/2015 - 05/2017

I work independently, my fields include web design, film making, photography, video production & social media promotion.

Activity Assistance Part-Time (IT/Event)

02/2015 - 04/2015

Assist in organizing events, document listing, printing & telephone inquiries.

DAB

Executive Officer

07/2014 - 01/2015

Managers who specialize in resource and system management. Posted around different departments: The Secretariat and District Council, Political party & community.

Civil Force

Project Executive

07/2012 - 08/2012

It is a production house. The Executive has ultimate responsibility for the project.

Inspirr Creation

Student Helper

01/2010 - 05/2010

Preparation of teaching materials, ordering and repairing tools, ushering of guests in exhibitions and showrooms, and other related duties as assigned.

City University of
Hong Kong

Promoter

07/2007 - 08/2007

Promote courses. Assist in organizing events & recruitment and explain the course details.

VTC/Peak



COMMUNITY ENGAGEMENT/ VOLUNTEER & CREATIVE WORK

Sermon Speaker/Event Manager/Designer /Writer/IT Support/Teacher/Reading Club/Hotline

01/2023 - Present

Blessed Ministry Community
Church

- Train my patience, mentoring skills, and motivate people to join my project without any monetary resources. AI poster design shows my creativity, initiative, and spirituality. Led community events including IDAHO, Pikdot, and PrideLab. Introduced AI tools in ministry and youth workshops, empowering volunteers without financial resources.

United States Patents US20200218140A1

02/2019 - 02/2020

China & Hong Kong

- Indoor Intelligent Home Stereo Projector with 360-Degree Rotation

Student Study Tour

07/2010 - 08/2011

Fudan University &
City University of Hong Kong

- I have participated in 3 study tours during my college years. The themes were about Chinese culture, sustainable development and conservation and philosophy of religion.