

Mandi Wong

AI Training, Adoption & Workflow Design — Hong Kong

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Profile

Human-centred AI trainer and systems builder with 18+ years across programme delivery, operations, digital marketing and stakeholder management. I help non-technical teams adopt AI practically: designing training, clarifying workflows, and building systems people can run independently after handover.

Selected Proof of Work

- AI marketing system (one-person department) — Built a full AI marketing stack — research, knowledge base and content generation — with no budget or team, then trained a non-technical intern to run it independently.
- Sales system rescue (lean startup) — Self-built an AI-assisted CRM, quoting and outreach system for a resource-poor startup flooded with leads. Touched roughly HK\$800K in deal volume and landed Band 1 school clients.
- EdCoSys training & programme delivery — Designed and delivered training and programme operations for schools and corporate clients, supporting around HK\$2M in total revenue across the portfolio.

How I Work

Understand → Build → Train → Handover. A repeatable process: understand the real work first, build only what is useful, train the people who will own it, and leave the team more capable than before.

Live Systems (public demos)

- Solopreneur CRM (solopreneur.leoxivai.com) — Lead and follow-up tracking for founders with no system.
- Super Admin (superadmin.leoxivai.com) — Tutor hours, salary and payment tracking replacing spreadsheets.
- SEEDER HK (seederhk.leoxivai.com) — LMS for schools to deliver courses and track progress.
- Prompt Generator (prompt.leoxivai.com) — Free bilingual tool teaching kids AI image prompting.

Credentials

- Certification: Gemini Certified Educator
- Education: MA in Media and Communication Management, Middlesex University, London
- Experience: 18+ years across programme delivery, operations, digital marketing and stakeholder management
- Sectors: Schools, corporate training, startups, professional bodies and client-facing environments
- Startup experience: Three years inside a Hong Kong Science Park incubated startup
- Languages: Native Cantonese, professional English and Putonghua

Interested In

AI Programme Management · AI Adoption and Digital Transformation · Learning and Development · Corporate AI Training · EdTech Partnerships and Programme Management · Digital Innovation and Operations