*Administrative Assistant*

Address

Phone Number

Email Address

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| ***Profile*** | A dynamic, dedicated, and detail-oriented Administrative Assistant with excellent prioritization and organizational skills; proven ability to complete multiple tasks simultaneously and follow through to achieve business goals; and thrives in working under pressure and with tight deadlines, seeking administrative role in a challenging, results-driven workplace. |

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| ***Work Experience*** | MARKETING PERFORMANCE CO. Hong Kong, China  |
|  | **Junior Secretary** (full-time, temporary) Jun 2015 |
|  | * Oversaw receptionist area, including responding to telephone and in-person request for information politely and greeting guests and assisting visitors courteously
* Coordinated inventory orders and office supplies and maintained functionality of office equipment, including copiers and printers
* Picked-up, dated stamps, sorted, and distributed mails and newspapers; and made daily bank deposits through check scanners
* Assisted the accounting team with various tasks including coding office invoices for manager’s approval and compiling month-end reporting packages
* Troubleshoot telephone system problems as needed
* Performed other office duties such as binding, scanning, formatting, mailing, and other special projects as requested
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|  | J.K. NG CPA LIMITED Central Hong Kong, China  |
|  | **Accounting Assistant** Feb 2015 – Jun 2015 |
|  | * Maintained records by making copies of and filing invoices and checks
* Entered checks, credit, and debt transactions compiled by accounting assistants into appropriate accounts using spreadsheets and databases
* Opened and sorted incoming mails for bills or checks; reviewed invoices and reconciled account statements to check discrepancies
* Provided exceptional customer service by answering telephone and in-person queries and requests and dealing with complaints tactfully
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|  | FORWARDING COMPANY Hong Kong, China |
|  | **Administrative and Clerical Assistant** Feb 2015 – May 2015 |
|  | * Managed records by making copies of and filing invoices and checks
* Performed data entry of checks, credit, and debt transactions into appropriate accounts using spreadsheets and databases
* Opened and sorted incoming mails
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| ***Education*** | UNIVERSITY COLLEGE Dublin, Ireland |
|  | **BBS Management** Sep 2014 |
|  | * Second Class Honors Grade 2
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|  | COMMUNITY COLLEGE Bellingham, Washington, USA |
|  | **Business Administration** (courses only)Jun 2012 |
|  | DEAN COLLEGE Franklin, Massachusetts, USA |
|  | **Business Administration** (courses only) Jun 2010  |
|  | * Member, Phi Theta Kappa Honor Society
 |
|  | CATHOLIC ENGLISH COLLEGE Hong Kong, China |
|  | **High School Diploma** Sep 2008 |
|  | * Hong Kong Certificate of Education Examination, school librarian, English speech contests winner
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| ***Skills*** | Technical: MS Office, Photoshop, Illustrator, Chinese word processingLanguage: English, Cantonese, Mandarin, Shanghainese |