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| NAME 5  Address · Phone  Email · LinkedIn Profile · Twitter/Blog/Portfolio |
| Enthusiastic administrative assistant with 6 years of providing support in three languages: Mandarin, Cantonese and English. I excel at meeting tight deadlines, identifying issues before they become big problems, and remembering those tiny details (like your top client’s coffee order) that make all the difference. |

# Experience

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| 2018 – PresentAdministrative Assistant, Gidget’s Widgets  * Was promoted from junior administrative assistant to personal assistant to the CEO within 8 months. * Implemented a new customer relations management software that saved hundreds of worker hours a year. * Responded to client queries in three languages. * Prioritized and multitasked to handle the complex information needs of a busy workplace. |
| 2015 - 2018Receptionist, Buff Stuff Gym  * Checked in customers smoothly during the busy 7 am and lunch rushes. * Upsold protein bars and shakes, beating sales targets by an average of 28%. * Was named Employee of the Month three times. * Created a welcoming environment for all gym members and learned the names of regular patrons. |

# Education

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| May 2018BBA in Marketing Management | Kwantlen Polytechnic University GPA: 3.9   * Competed in a case competition and came third out of 25 teams from across B.C. * Was named to the dean’s list six times. |
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# Skills

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| * Microsoft Office * Business communication * Project management * Multi-tasking * MailChimp * Hootsuite | * Data management * Social media marketing * Customer Relation Management software. * Point of sale systems * Working in diverse teams * Google Analytics Certification |

# AWARDS AND RECOGNITION

* Bronze medal in a major marketing case competition as a student.
* Top 10 Fundraiser: Cancer Fun Run.
* Class 4 Driver’s License