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| NAME 5Address · PhoneEmail · 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.
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| 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.
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# Education

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| May 2018BBA in Marketing Management | Kwantlen Polytechnic UniversityGPA: 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
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# 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