

SHERMAN CHENG

SUMMARY A highly equipped Executive Assistant with 3+ years of experience providing thorough and skilful support to top executives. Maintains excellent communication skills, problem resolution abilities, and a high-level of confidentiality.

AREAS OF EXPERTISE	Administrative Support	Calendar Management	Customer Service
	Event Coordination	Project Management	Writing & Editing

EXPERIENCE **Executive Assistant, J MAC International Ltd.**
Jun 2012 - Present

- Coordinated and set up high-level conference calls, board meetings, special events and travel arrangements for 10+ top executives
- Wrote 10-20 correspondence per week; edited press releases and other documents to ensure accuracy and consistency
- Planned and coordinated major corporate events including PR initiatives, partner retreats, holiday parties, etc

Administrative Assistant, United Page Co. Limited
Jun 2011 - May 2012

- Created and maintained highly effective organisational and filing systems, including quick and thorough indexing and filing
- Handled a high volume of incoming calls and in-person inquiries from clients and vendors in a professional manner
- Enhanced communication between various departments and executive team, fostering a sense of teamwork and collaboration

EDUCATION **City University of Hong Kong, 2008-2011**
Bachelor of Business Administration (Honours) in Marketing

Community College of City University, 2006-2008
Associate of Arts in Bilingual Communication Studies (English & Chinese)

SKILLS Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

AVAILABILITY One month's notice