

JESSIE CHAU

jessie.chau@gmail.com | 9123 2019

PROFILE | Skilled assistant with 4 years of experience coordinating office management and special projects with a high degree of efficiency. Serves as point person for managers, sales teams, clients, and vendors to ensure proper lines of communication. Equally effective at providing sales management and advanced word processing support.

EXPERIENCE | **Personal Assistant, Olive Jeremy International Ltd.**

Apr 2012 - Present

- Provided top level and comprehensive secretarial support to Executive Director, including preparation of reports and presentations
- Screened all incoming calls, gauged their importance and whenever appropriate, dealt with enquiries with tact and diplomacy
- Handled confidential information, maintained filing system and ensured security of records, correspondence and documents
- Organised annual shareholder meetings, including venue selection, guest invitation, event rundown, catering arrangement, etc

Executive Assistant, J & L International (HK) Limited

Jun 2010 - Apr 2012

- Coordinated and set up high-level conference calls, board and management meetings for senior and top executives
- Assisted in writing correspondence, press releases and other documents to ensure accuracy and consistency
- Developed and maintained 5 highly effective organisational and filing systems

QUALIFICATIONS | **Hong Kong Polytechnic University, 2008-2010**

Bachelor of Arts (Honours) in Business Management

Hong Kong Community College, 2006-2008

Higher Diploma in Service Management

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

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

AVAILABILITY | One month's notice