

JUNE CHENG

Diamond Hill | 6120 2011 | june.cheng@gmail.com

SUMMARY

Qualified secretary with over 3 years of varied administrative work experience and proven ability to handle and manage a full spectrum of administrative functions. Recognised for professionalism, resourcefulness, and competence in managing affairs and supporting organisational goals.

EXPERIENCE

Secretary, L & W International Ltd.

Jun 2012 - Present

- Arranged and scheduled appointments for 15 officers and administrative board; managed all department mailings and faxes
- Prepared meeting agendas and minutes, routine correspondence and monthly reports
- Handled a high volume of inquiry calls and emails from clients and vendors in a professional and friendly manner
- Assisted in maintaining commissions, payroll and accounts payable bills with bank cheque generation

Junior Secretary, GU Hong Kong Limited

Jun 2011 - May 2012

- Managed department schedule by maintaining calendars for 20+ department personnel; arranged meetings, conferences and travel
- Assisted with various word processing projects requiring extensive output of spreadsheets and presentations
- Prepared monthly expense reports, billings and invoices reflecting proper adherence to centre budget codes

EDUCATION

Community College of City University, 2009-20011

Associate of Arts in Bilingual Communication Studies (English & Spanish)

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES

Cantonese (Native) English, Mandarin (Proficient) Spanish (Fluent)