

## ▶ ELSA SO

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### SUMMARY

Seasoned office assistant with extensive experience serving top management in a multi-national environment. Recognised for professionalism, resourcefulness, and competence in managing affairs and supporting organisational goals.

### EXPERIENCE

#### **Office Assistant, JY Dynamic Limited**

Jun 2012 - Present

- ▶ Performed a full spectrum of administrative functions, including facilities management, equipment procurement and maintenance
- ▶ Coordinated and set up high-level conference calls, board meetings, special events and travel arrangements for 15+ top executives
- ▶ Handled confidential information, maintained filing system and ensured security of records, correspondence and documents
- ▶ Assisted senior executives in drafting correspondence, press releases and other documents to ensure accuracy and consistency

### ACHIEVEMENTS

- ▶ Introduced PeopleSoft CRM Analytics to the company and generated reports that assisted upper management with faster and more accurate decision making
- ▶ Overhauled 3 recordkeeping systems from manual to computer-based; created systematic information management systems that reduced data-retrieval time

### QUALIFICATIONS

#### **HKU School of Professional and Continuing Education, 2010-2012**

Diploma in Business Administration and Secretarial Studies

### COMPUTER SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

### LANGUAGES

Cantonese (Native)    English (Fluent)    Mandarin (Intermediate)    Japanese (Basic)