

Samantha Yu  
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## EDUCATION

University of London (International Program) Bachelor of Laws (LL.B.)	2013 – 2017
University of Toronto Honors Bachelor of Arts Major: Sociology, Minor(s): Media Studies and History	2008-2012
Forest Hill Collegiate Institute, Toronto, ON High School Diploma Grade 10, 11 & 12	2005-2008

## PROFESSIONAL QUALIFICATION

HKICS – Student Member

## COMPUTER AND LANGUAGE SKILLS

Proficient in Microsoft Office tools and Viewpoint  
Fluent in English, Cantonese and Mandarin.

## WORK EXPERIENCE

Sidley Austin LLP - Hong Kong <i>Legal Assistant – Investment Funds Team</i>	June 2016 - Present
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*Exposure to the Companies Ordinance and Securities and Futures Ordinance*

- Assist in SFC licensing applications and ongoing compliance formalities;
- Assist in company secretarial matters of the board to the pro bono organization of the firm, duties such as arranging regulatory filings, organizing and attending to board and committee meetings, drafting and circulating board and members resolutions;
- Handle incorporation of companies for clients
- Handle KYC/AML formalities and closing files of the team;
- Assist in translation of the funds documents; and
- Draft investor representation letters and audit comfort letters

Nord Anglia Education. (NYSE: NORD) - Hong Kong <i>Legal Administrative Assistant</i>	July 2014- June 2016
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*Exposure to the Companies Ordinance, offshore Business Acts and New York Listing Rules*

- Paralegal experience:
  - Conducted legal researches on issues relating to the business and operation of the Group;
  - Assisted on due diligence/KYC matters of merger and acquisition and financing projects;

- Assisted on insurance global policies matters and liaise with the brokers;
- Drafted and reviewed consultant agreement of the group;
- Company secretarial experience:
  - Handled filing and renewal of all companies' licenses/business registration certificates, regulatory documents and other necessary notifications and coordination;
  - Assisted in organizing board and board committee meetings;
  - Prepared and draft legal documents and correspondence, reports and statutory forms;
  - Arranged for signature, completion and filing of agreements, minutes and contracts and record keeping;
- Administrative experience:
  - Liaised and coordinate with other departments and external legal counsels;
  - Handled and led the set up of online document management and induction presentations;
  - Arranged of billing and payment invoice processing and ensure of all invoice approvals; and
  - Handled all ad hoc projects of the team and any administrative assistance.

Tricor Services Limited. - Hong Kong  
*Corporate Service Officer*  
*Corporate Service Associate*

Jan 2013 – June  
 2014

*Exposure to the Companies Ordinance, HK Listing Rules and offshore Business Acts*

- Engaged and assisted in listed assignments such as: preparation of announcements circulars, annual and interim reports;
- Ensured compliance with listing requirements and Companies Ordinance;
- Handled for regulatory compliance of private companies and limited partnerships registered under different jurisdictions;
- Handled other non statutory matters such as due diligence and ad hoc projects; and
- Communicated with clients and government authorities.

Reference available upon request