

MAGGIE CHUANG

Maggie is an experienced Executive Assistant with office management capabilities. She has solid skills and experience in organising office operations and procedures, including scheduling meeting and appointments; booking travel and accommodation; organising company events; managing office/expense budgets; dealing with complaints and queries; implementing and maintaining procedures/office administrative systems; managing and approving supply requisitions and assigning and monitoring clerical functions. In particular, Maggie is reliable, adaptable and has excellent organisational skills, with an ability to communicate, negotiate and build relationships across the business.

Work Experience

Prophet Branding Consultancy - *Executive Assistant*

June 2016 – Aug 2017

- Admin and clerical duties including calendar management, travel bookings and expenses (1 Senior Partner & 3 Partners (Expat)
- Office Operations: Vendor Management, stationary ordering, meeting room management; supporting recruitment team for office functions and expense management; client/internal events management; marketing support (website, social media, events). Also supported office relocation project

Oaktree Capital (HK) Limited - *Executive Assistant (Temporary)*

March 2015 - July 2015

- Admin and clerical duties including calendar and travel management (team of 6) including MD Legal and legal invoice tracking & coordinate with payment approval (Asia region)

EXS Capital Limited - *Executive Assistant, Alternative Investment Division*

October 2013 - October 2014

- Admin and clerical duties including calendar Management, travel bookings and expenses (CEO and the team of 5) and supported development of financial report, pitch book & deal presentations and other reports, including project tracking list for weekly internal meetings
- Organized CEO for conference panels and attendance and manage all professional seminars and networking events for executive team (including SFC exams and compliance)

Marquee Asia Limited - *Executive Assistant/Office Manager*

June 2008 - September 2013

- Office Management including providing sales and administrative support; expense management and implementing and maintaining procedures and office administrative systems. Also performed research (ie market and product research)
- Admin and clerical duties including: monitoring and managing email and other correspondence for Managing director
- Supported customer engagements for new business with director and assisted in relationship building with clients

KSK Limited - *Sales Management Assistant*

August 2006 - January 2008

- Admin and clerical support to the Japanese sales manager (Translated English to Japanese, Cantonese to Japanese)
- Liaised with factory personnel including solving emergency problems for key accounts (Japan office); gathered and analyzed statistical data and generated daily, compiled weekly and monthly reports and processed incoming orders, coordinated shipments, handled customer-related issues and prepared business development/marketing materials

Hunderly Development Limited - *Assistant to Director*

March 2005 - July 2006

- Admin and clerical support to Managing Director (Mandarin speaker on a day-to-day basis in relation to clients, vendors and internal staff; handled and responded to price quotation queries; processed purchase orders and coordinated shipments and performed document translation (English to Chinese)
- Accompanied and supported the Managing Director at meetings in Japan, Europe, South-east Asia, and Mainland China and provided logistic and support to overseas customer while they visited factories in Dong Guan and Shanghai

OTN COMPANY LIMITED (Tokyo/Hong Kong) - *Sales Assistant*

December 2002 - December 2004

- Supported the Sales Manager as his personal assistance including calendar, travel and expenses and implemented new production procedures while maintaining schedule accuracy

Education: YMCA International College (Japan) - Japanese Language Certificate (Conversational)

2001 - 2003

York University (Toronto, Canada) – BA Econ (Yr.1)

1997 - 1998

Breamar International College – High School Diploma (Toronto, Canada)

1996 - 1997

Skills: All Windows and OS operating systems, Microsoft Word, Excel, CRM

Language: English, Japanese, Mandarin, Cantonese **Interests:** Digital Marketing, Event planning, Traveling, Fashion