

**PROFILE**

Strong analytical and economic background. Good at problem solving and providing customer services. Like challenges. A fast learner and keen to learn. Hardworking, self-motivated and detail-oriented. Good communication, social and interpersonal skills.



**WORK EXPERIENCE**

**China Innovation Investment Limited (1217)**

**July 2016 - July 2017**

*Company secretary assistant [Reason of leaving: Company Restructure]*

- Apply share transfer for subsidiaries and intra group relief transfer of H.K. Stock
- Draft Announcement, AGM, EGM and agreement on behalf of the senior management
- Handle subsidiaries under **1217** and **8171** both H.K Company and B.V.I. Company
- Proficient in translating English to Chinese
- Involve intern and Quarter Report of **1217** and **8171**

**Chou Ma Ma's Kitchen- Newark, CA, United States (Part-time)**

**2011 - 2014**

*Food service worker [Reason of leaving: Focus on Study]*

- Assist all customers and ensure completion of all requirements
- Maintain friendly indoor ambience in restaurants and ensure pleasant dining experience for all visitors.
- Serve meals following company policies and approved procedures of food safety
- Assisted in setting up steam tables, serving, and storing foods

**Newark Excellent Massage- Newark, CA, United States (Part-time)**

**Jun 2012 - Aug 2012**

*Receptionist*

- Answered all incoming calls and handled caller's inquiries whenever possible
- Re-directed calls as appropriate and took adequate messages when required
- Greeted, assisted and/or directed visitors when they entered the office
- Picked up and delivered mails
- Assisted in the planning and preparation of meetings, conferences and conference telephone calls

**Sogo bakery- Newark, CA, United States (Part-time)**

**2009 - 2011**

*Cashier*

- Received payment by cash or credit cards
- Issued receipts, refunds, credits, or change due to customers' request
- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintain clean and orderly checkout areas

**Freelance Tour Guide (Part-time)**

**2007 - 2008**

- Meet members of a tour on arrival and make introductions
- Pre-arrange accommodation and transport and made sure that tour members are comfortable and satisfy
- Lead tour groups, drive coaches or limousines, advised tour members of local interest points, and prepare and present tour commentaries

**PROFESSIONAL QUALIFICATIONS**

**Kristen LEE Wing Sum**

Tel: 6297 8965

Email: [vvingy@gmail.com](mailto:vvingy@gmail.com)

**Certificate for Outbound Tour Escorts**

**2007**

**EDUCATION**

**University of California, Davis, United States**

**2013 - 2015**

*Bachelor of Science with a major in Managerial economics*

**Ohlone College, Fremont, California, United States**

**2009 - 2013**

*Associate in business*

**YPICA LEE LIM MING COLLEGE, Hong Kong**

**2001 - 2006**

*Completed Form Five*

**SKILLS AND INTERESTS**

**Language:** English (Fluent), Cantonese (Native), Mandarin (Fluent)

**Computer:** CAS system, MS Office

**Hobbies:** Travel, Hiking, Yoga, Movies, Reading, Playing Piano and Music