

## Joan Wong



**Position seeking:** Executive Assistant (Permanent)  
**Availability:** Immediately available  
(current contract matures on 19<sup>th</sup> September)  
**Expected Salary:** 34K/month negotiable  
**Contact details:** 61222091, [joanwongsiuyin@gmail.com](mailto:joanwongsiuyin@gmail.com)

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**18 Apr 2017 – present**

**Hongkong & Shanghai Banking Corporation**

Temp Personal Assistant at International Subsidiary Banking, Commercial Banking (covering a PA on maternity leave, contract ends on 18<sup>th</sup> September, 2017)

- Reporting to Head of department (MD) and 3 team heads + 20 RMs
- Internal / external meeting arrangement incl. room reservation and visitor booking
- Arranging visas application incl. invitation letters, handling travel expenses claims and out of pocket expenses incl. invoice/debit note issuance
- Sending reminders to senior executives e.g. compliance e-learning due dates, visa expiry dates etc.
- Liaising calls and meetings across different time zones incl. Europe, Asia and US
- Complicating and ad hoc travel arrangement with last minutes changes, travel expenses claims in compliance with bank policy, out of pocket expenses incl. invoice/debit notes issuance to customers
- Maintain and monitor CPT requirements for SFC license holders, liaise with Compliance Department on SFC licensing issues and requirement
- On/off boarding, maintaining team members contact list, business cards and stationery procurement etc.
- Input gift and hospitality in compliance with G&H policy
- Consolidating RSVP status for RMs on events with Marketing department
- Pipeline reports consolidation from team members

**Current salary:** 32K/month (contract)

**Reason of leaving:** Seeking for permanent position, current contract matures in mid Sep 2017

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**May 2010 – 21 Oct 2016**

**Hongkong & Shanghai Banking Corporation (6 years+)**

Executive Assistant at Global Banking, Infrastructure and Real Estate Department

- Reported to Department Head (British MD), 3 Directors, 2 Associate Directors and analysts (Total 8 members).
- Complicating and ad hoc travel arrangement with last minutes changes, travel expenses claims in compliance with bank policy, out of pocket expenses incl. invoice/debit notes issuance to customers
- Hectic calendar management with Internal / external calls and meeting prioritizing.
- Meeting room reservation and visitor booking.
- Liaising calls and meetings across different time zones incl. Europe, Asia and US

- Arranging visas application incl. invitation letters, handling travel expenses claims and out of pocket expenses incl. invoice/debit note issuance
- Sending reminders to senior executives e.g. compliance e-learning due dates, visa expiry dates etc.
- Maintain and monitor CPT requirements for SFC license holders, liaise with Compliance Department on SFC licensing issues and requirement
- On/off boarding, maintaining team members contact list, business cards and stationery procurement etc.
- Sending reminders to senior executives e.g. compliance e-learning due dates, visa expiry date etc.
- Pipeline reports consolidation from team members
- Preparing pitching materials, organisation chart by MS office Power Point + Excel + Chinese typing (速成)

**Last salary:** 33K x 12 months + discretionary bonus

**Reason of leaving:** Took a break due to family matters (to be elaborated at interview)

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**16 Dec 2008 – February 2010** **Hongkong & Shanghai Banking Corporation (14 months)**  
Temporary Project Assistant at Private Bank (Risk Management dept.)

- Audio transcription and drafting summary reports from old recording tapes between RMs and customers for investigation purpose (Legal case of Lehman Brothers)

**Last salary:** 26K/months (renewable contract)

**Reason of leaving:** Contract matured after legal case completed in early January 2010

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**19 Apr 2001 – 20 May 2008** **Calyon Credit Agricole CIB (7 years)**  
Administrative Executive at Project Finance and Telecom Finance Team

- Managing diaries and travel itineraries to 10 bankers.
- Experienced in supporting senior French bankers.
- Liaising calls and meetings across different time zones.
- Dealing with travel expenses claims and out of pocket expenses.
- Preparing pitching materials using MS office Power Point + Excel + Chinese typing (速成)
- Data Consolidation and generating monthly reports

**Last salary:** 22K x 13 months

**Reason of leaving:** Wanted to take care of 2 y.o. kid

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**9 Oct 2000 – 18 Apr 2001** **Goldman Sachs (Asia) LLC**  
Temporary Assistant at Equities & Derivatives Dept.

- Provided secretarial support to 1 MD and 1 dealers.
- Experienced in supporting senior American bankers.
- Counter checking daily transactions
- Data Consolidation

**Last salary:** 20K x 12 months

**Reason of leaving:** Desired for permanent job

Other work experience at non-financial services			
1 Nov 1997 – 30 Sep 2000		Pro-Ficient Corporate Services Ltd	Senior Executive Secretary
12 Aug 1996 – 31 Oct 1997		Intel Semiconductors Ltd. -	Administrative Support Specialist
May 1995 – Jun 1996		Digital Equipment Corporation	Secretary
Oct 1993 – Feb 1995		Land Development Corporation	Senior Secretary
Sep 1992 – Jul 1993		Studied abroad in U.K.	Highbury College, Portsmouth, U.K.
Jun 1990 – Aug 1992		Sanfield Building Contractors Ltd	Secretary
Education			
2003-2004	Commercial Translation	(SPEED) The HK Polytechnic University	Grade B
2003-2004	Diploma in Business English (BULATS)	HK Baptist University	Level 4 (Advanced)
2002	HK Advanced level Examination	English	English Grade D
1992 - 1993	Diploma of Information Technology	Highbury College, Portsmouth, U.K.	NVQ Level 2
1992 - 1993	Business Administration (Secretarial)		BTEC Level 3
1984 -1990	New Asia Middle School	HKCEE	4 subjects passed incl. English (syl. B), Chinese, Arts, Geography
Strengths			
<ul style="list-style-type: none"><li>• Good command of written and spoken English and mandarin</li><li>• Mature - proactive, introspection, self-motivated, independent</li><li>• A detail oriented multi-tasker at fast paced environment</li><li>• Good interpersonal skills and team player</li></ul>			
Skills			
<ul style="list-style-type: none"><li>• Audio typing</li><li>• taking minutes</li><li>• Proficiency in below software:<ul style="list-style-type: none"><li>1. Power Point e.g. Animation</li><li>2. Excel e.g. Pivot table</li><li>3. Chinese typing (50 w.p.m.)</li></ul></li></ul>			