

Brisels Sin Man So
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Personal Profile

A communications major student who is very sociable and approachable on meeting people with excellent communication skills. Able to work under pressure and multitask in order to maintain a career in accounting service and public relation. A responsible and enthusiastic team member who is able to work coordinately to her assigned role.

Working experiences

I was helping my friend's business in order to learn how to analyze and write financial articles during the period of February to April and currently seeking for job opportunities.

Essentials (Central) Limited / Patrick Gee and Associates Limited 22nd September 2014 – 16th November, 2015

Personal Assistant to Director

- Providing general secretarial, managerial and administration support to director
- Managing and organizing business project for director
- Helping to write business proposals for director to potential business partners
- Producing board meetings or any business meetings papers, agenda and facilities for meetings
- Involving in recruitment, budgets and accounts, managing junior staff & HR issue
- Organizing PR event in cooperating with other company
- Marketing support for director's companies to provide sales strategies
- Dealing with incoming emails and phone calls
- Maintaining and enhancing the working environment for both companies
- Managing and analyzing all retail product which would make profit

Education

University of California, Davis (UC Davis) <i>Communication, B.S.</i>	September 2012 – March 2014
Dean College <i>Mathematical Science</i>	September 2010 – May 2012
Rossall School <i>A-level</i>	September 2008 – July 2010
Westonbirt School <i>GCSE level</i>	September 2005 – May 2008

Key Skills

Languages

-Fluent in written and spoken English, Cantonese and Mandarin

Computer Skills

-MS office
-Typing Chinese