**PROFILE**

A highly motivated individual who takes pride and ownership in her work. A problem-solver with effective verbal and written communication skills, extensive leadership and volunteer experience in Singapore and Canada. Fluent in English and Mandarin.

**EDUCATION**

Bachelor of Commerce, *Sauder School of Business,* University of British Columbia 2012 - 2016

* Specialization – Human Resource Management
* Relevant classes: Organizational Design, Strategic Compensation, Training, Development and Performance Management, Organizational Behavior, Gender and Diversity in Leadership, Business Writing

Key projects:

* *Focus 2040* – Analyzed trends to predict the future global work environment for a Canadian organization in the year 2040
* *National Geographic Organizational Design Case Study* – Worked in a team of four to analyze and diagnose organizational design issues that National Geographic faced in its rapid transition from printing press to digital

**WORK EXPERIENCE**

Anti-Money Laundering Administration, *HSBC*, Vancouver, BC September 2016 – Present

* Developed significant knowledge around global KYC (Know Your Client) procedures and performed required KYC customer screenings and information documentation as required by these procedures
* Supported Anti-Money Laundering (AML) investigators with information gathering on various due diligence reviews
* Responsible for liaising with various internal teams to retrieve KYC screenings in a timely manner

HR Summer Student, *Nature’s Path Foods*, Richmond, BC July 2016 – September 2016

* Supported the on-boarding and orientation for new hires, managed staff/employee scheduling and worked with various internal and external stakeholders to ensure an effective on-boarding experience
* Oversaw the internal notification process to support organizational change management and workforce inventory. Administered employment change tracking on Microsoft Excel
* Responsible for creating and updating company HR material ie. organization charts, using Microsoft Visio and regularly posting them on internal platforms
* Supported the administrative aspects of the performance management system (SAP SuccessFactors)
* Liaised with external vendors and internal sales teams in preparation for associated conferences

Recruitment Assistant, *Hays Recruiting Specialist*, Vancouver, BC May 2016 – June 2016

* Assisted in labour recruitment for the Fort McMurray Recovery Disaster Project by conducting reference checks and phone/in-person interviews
* Made over 25 calls a day to candidates’ references and documented candidate information in a reference check report

Administrative Assistant, *Atira Women’s Resource Society*, Vancouver, BC April 2015 – December 2015

* Responsible for accounts payable and human resources management
* Key responsibilities included organizing and maintaining a database of confidential client and employee information, regular accounts payable invoicing using Sage Accounting Software system
* Provided administrative support to management by producing internal/external communication material

**SKILLS, ACTIVITIES & INTERESTS**

**Interests:** Food blogging (dedumplingdiaries.wordpress.com), Tennis, Learning different languages (Spanish)

**Technical Skills:** Microsoft Office Suite, Microsoft Outlook, Microsoft Visio, Microsoft SharePoint, SAP SuccessFactors