



HENGYI ZHAO

● CONTACT

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● SKILLS

- Detail-oriented
- Fast Learning
- Skilled in Quickbooks
- Excellent in Excel, Word, Powerpoint
- Advanced Photoshop Skills
- Problem-solving
- Effective English User
- Bi-language: Mandarin and Cantonese

● EDUCATION

- Advanced Diploma of Computer Programming
Seneca College
2022 – present
- Master of Applied Economics and Policy
University of Windsor
2015-2017
Overall 3.6/4 GPA

● SUMMARY

Profile

● EXPERIENCE

Executive Assistant
Landeal Group, Toronto, ON
2018-2020

- Managing electronic mail system, answering general and specific inquiries from external accountants, cities, authorizes, various utilities corporations, etc., and forwarding emails to relevant staff;
- Preparing invoices, issuing the invoices to and contacting with tenants to remind the payment of rent;
- Managing filing systems including electronic, soft and hard copies, inputting and editing information in the system, scanning, copying, sorting out and maintaining files;
- Keeping contacts with tenants, collecting their feedback, information or complaints, summarizing and reporting the issues to property manager;
- Other administrative duties assigned from time to time.

Audit Assistant(Internship)
2014-2014



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20XX-20YY