



www.maggie-w.com
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PROFILE

Dynamic and passionate account executive, whose focus is on generating targeted ideas and providing tailor made design to maximize clients experiences

SKILLS

Event management
Budgeting and forecasting
Request for proposal
Account Management
Brand Activation
Hotel Management

LANGUAGES

Cantonese: Native
English: Fluent
Mandarin: Fluent
French: Beginner

INTERESTS

Modern Art
Street Art Culture
Independant Electronic Music
City Happenings

MAGGIE WONG

Senior Account Executive Project and Event manager

EXPERIENCE

June 2015
-
Present

Pico International Limited, Hong Kong
Assistant Account Manager

Presenting creative proposals and giving the professional and best solutions to clients
Coordinating, organising and managing events and decorative installation projects from production to dismantling
Managing the events and projects budget and expenses, thus maximising profits
Account servicing multiple clients, such as government offices, local enterprises and international corporates

May 2014
-
June 2015

W Hotel, Hong Kong
Event Sales coordinator

Organising and coordinating internal meetings and social events
Preparing revenue reports to top management and revenue forecast
Developing business analytics reports to support growth and event strategy
Plan and execute the logistic of weddings, corporates, social and MICE events
Handling guests' enquiries and assigning leads to corresponding managers
Publishing promotional offers online to public

June 2011
-
May 2014

W Hotel, Hong Kong
Guest relation team leader

Supervising the team in handling guests' inquiries and requests
Encouraging and leading the team to be more creative in designing memorable experience for guests
Giving out training and staff onboarding to maintain services standard

EDUCATION

2010

University of Ulster, United Kingdom
Bachelor of Science with Honours, in International Hotel and Tourism Management

2007

HTMi, Hotel and Tourism Management institute, Switzerland
Bachelor of Art in Hotel and Event Management

VOLUNTEERING

2016

HK Walls - Hong Kong

HK walls is a non-profit arts organisation that aims to create opportunities for local and international artists to showcase their talent in HK and internationally through the medium of street art and street culture.

Logistic and event coordination
Guests and artists management

Please check my website to view sample of my projects and realization