

CURRICULUM VIATE

PERSONAL DETAILS

Name : CHAN, Hiu Ying Anna (陳曉盈)

Residency : Hong Kong

Language Skill : English
Cantonese
Mandarin
Chiu-chow
Korean (Intermediate) – in progress

Availability : One Month

Contact No. : 9811-8170 (Mobile)

Email address: : anna.rix2@hotmail.com

EDUCATION

2017 – Present : **Advanced Korean – Private tutor, in progress**

06/2014 – 11/2016 : **School of Continuing and Professional Studies (The Chinese University of Hong Kong)**
Certificate Programme in Korean (Intermediate)

2015 : **Korea TOPIK I Grade 1**

09/2001 : **SPACE – THE UNIVERSITY OF HONG KONG**
Foundation Certificate in Business Studies (CBS)

05/1999 : **THE HK POLYTECHNIC UNIVERSITY**
The Cambridge Business English Certificate II Course

03/1993 : **THE HONG KONG MANAGEMENT ASSOCIATION**
Basic Studies Certificate Programme on Secretarial
Development for Import / Export Business

1991-1992 : **SARA BEATTIE COLLEGE**
Diploma in Executive Secretarial Training Course

1987 – 1991 : **HO LAP COLLEGE – SECONDARY SCHOOL**
Passed 7 subjects in HKCEE examination

EMPLOYMENT HISTORY

- 26 Oct 2012 – Present** **Fidelity Management & Research (HK) Ltd**
- Equity Trading Coordinator
- 5/2012 – 25 Oct 2012** : **Goldman Sachs (Asia) L.L.C**
- Executive Assistant (IBD) – Contract Basis
- 10/2008 – 4/2012** : **BlackRock Asset Management North Asia Limited**
(Previously known as Barclays Global Investor North Asia Limited)
- **Administrative Assistant**
- 09/2007 – 10/2008** : **Morgan Stanley Asia Limited**
- **Secretary to Fix Income Division (Trading Floor)**
- 10/1998 – 04/2007** : **The Kowloon-Canton Railway Corporation**
- **Project Secretary**
- 12/1997 – 10/1998** : **AEH Joint Venture (New Airport Project)**
- **Secretary to Commercial Manager**
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EXPERIENCE

- 26 Oct 2012 – Present** : **Fidelity Management & Research (HK) Ltd**
Equity Trading Coordinator

- Responsibilities** : Including...

Provide administrative support to Head of Equity Trading-Asia, 7 traders, 1 senior legal counsel and 1 legal counsel of the firm. Job duties including travels arrangement, T&E reports, meetings arrangement, calendars management, processing invoices and phone coverage. Act as the main responsible person for the whole trading floor office management which including the IT team, HR team, Counterparty Risk team and the Global Data Service team. Assist and act as main contact point to process Trading Team opening. Liaison with brokers around Asia, mainly Korea, Taiwan & Hong Kong in order to get the necessary document to be signed before the trading desk goes live. Work closely with Compliance Department in order to get the SFC license and to assist the trading desk opening smoothly.

5/2012 – 25 Oct 2012 : **Goldman Sachs (Asia) L.L.C**
Investment Banking Division
- Executive Assistant (Contract)

Responsibilities : Including...

Provide secretarial support to 9 bankers in the IBD floor. Job duties including travel arrangement, T&E reports, meetings arrangement, calendars management, bankers attendance record, phone coverage and other administrative support whenever requested by the bankers.

10/2008 – 4/2012 : **BlackRock Asset Management North Asia Limited**
(Previously known as Barclays Global Investor North Asia Limited)

: **Administrative Assistant**

Responsibilities : Including...

2010-2012 (iShares Asia Pacific Marketing Team & Chairman Office)

- Administer all general administrative duties in iShares Marketing Team and the Chairman of Asia Pacific Region Office (including taking notes in the meetings and prepare minutes, co-ordinations, travel arrangements, T&E reports, luncheon arrangements, etc) to the iShares Marketing Team and eBusiness Marketing Team, totally 17 team members. Manage 3 calendars of the Management team including Head of iShares Asia Pacific Marketing (MD) and 2 directors. Performing as a marketing assistant and render service like preparation of presentation materials for onsite and offsite events, conference and seminars. Liaison with internal departments and external parties for meetings or events arrangement and confirmation. Assist in processing marketing invoices, premiums/gifts records and orders. Cross-check the iShares ETF funds fact sheets and collateral data before they can be posted in the iShares Webster for the public. Keep track and remind the team to follow through company policies and be aware of the do's and don'ts for iShares business promotion activities.

2008-2010 (PMG-Equity ETF Team)

Act as Personal Assistant to Head of iShares Portfolio Management Asia ex-Japan and interim Personal Assistant to CEO of iShares Asia ex-Japan while he was travelling to Hong Kong backs in 2008/9. Administrative assistant to various iShares teams, totally over 30 people in the back office, which including Product Development Team, HR Team, iShares Market Team, Capital Markets Team, Legal & Compliance Team, Operation and Project Team and IT Team. Provide all secretarial and administrative functions to the

teams members, i.e. manage 5 team heads diaries and arrange meetings, assist in products launch preparation, arrange events/luncheons, schedule intensive business trips, hotel & flight bookings; preparation of presentation materials, manage overseas staff relocate to Hong Kong's accommodation, preparation of travel and entertainment expense claims; booking & coordinating meetings and conference calls; and acted as Office Manager of the back office in assisting office renovation and set-up as well as provided full range of office management duties.

09/2007 – 10/2008 : Morgan Stanley Asia Limited

: Secretary to Fix Income Division (Trading Floor) – (Contract)

Responsibilities : Including...

- Secretarial coverage to 3 teams in FID Division (Asia Pacific Sales Team, Interest Rate Currency Team & Transaction Management Team, which include 2 MDs, 4 EDs, 7 VPs & another 9 team members). Responsible for supporting all secretarial and administrative functions to the team members, i.e. arrange events/luncheons, business trips, hotel & flight bookings; preparation of travel and entertainment expense claims; booking & coordinating meetings and conference calls; collating and distributing telephone messages; coordinating team members' relocation to and from other regions; and compiling the legal document of the Transaction Management Team for the valuable clients. Liaison with outside legal firms for legal document process as well as keep filling of the TMG document.

10/1998 – 04/2007 : The Kowloon-Canton Railway Corporation

: Project Secretary (11/2006 – 04/2007)
– Legal & Company Secretarial Department

Train Attendant (06/2005 – 11/2006)

Project Secretary (04/2004 – 06/2005)
– Shatin to Central Link Project

Project Secretary (10/1998 – 03/2004)
– West Rail Project (Tuen Mun & Siu Hong Stations)

Responsibilities : Including...

As Project Secretary (11/2006 – 04/2007) – Legal & Company Secretarial Department

- Provide full legal secretarial support to an in-house Legal Counsel (Malaysian Lady) and 2 legal advisors. Render general assistance and secretarial support to

other team members when necessary. Assist the lawyers to prepare various types of legal documents and tender packages for land, property and commercial projects and producing them in a timely and efficient manner. Contacting various parties and organizing internal and external meetings for land, property and commercial projects. Establishing and maintaining an effective filing and reminder system compatible with the requirements of the Corporation and keeping all documents and records updated.

As Train Attendant (06/2005 – 11/2006)

- Render professional customer services to the passengers who use our KTT through train service. Provide assistance to ensure the safety of the passengers. Serve beverage items and / or souvenirs to the passengers. Answer enquires regarding the through train service and handle complaints and / or recommendations from the passengers.

As Project Secretary (04/2004 – 06/2005) – Shatin to Central Link Project

- Act as a personal secretary to provide an all-round secretarial and administration support to the Engineering Manager (Singaporean). Communicate and co-operate with internal and external people as well as different government departments for meetings and office matters. Assist in prepare and update the professional document in engineering field, i.e., General Specification, Standard Specification and British Standard. Organize conference, prepare materials for presentation, take and draft minutes, memos, letters and support services in ad hoc activities.

As Project Secretary (10/1998 – 03/2004) – West Rail Project (Tuen Mun & Siu Hong Stations)

- Act as a personal secretary and document controller to provide an all-round secretarial and administration support to the Construction Manager (Senior Executive Grade), supervise 3 administrative assistants and 2 junior staff within the department in order to maintain the document and filing system are in a smooth and effective manner. Monitor and arrange the daily routine duties for the office amah's and drivers. Liaison with different government departments and contractors for site visits, meetings and answer their inquiries. Handle the enquiry hotline of the Tuen Mun and Siu Hong Stations and refer their matters to the Public Affair Department staff when necessary. As act as a contact point with different level people amongst the site office regarding the site office administration matters. Prepare tenders in the earlier stage of the project. Organize conference, prepare materials for presentation and reports, take and draft minutes, memos, letters and support services in ad hoc activities.

12/1997 – 10/1998 : **AEH JOINT VENTURE (New Airport Project)**

: **Secretary to Commercial Manager**

Responsibilities : Including...

- Provide an all-round secretarial support to the expatriate Commercial Manager (British) and render secretarial services to a team of 7 senior quality surveyors in my department (all expatriates). Duties include answer enquires phone calls, minutes taking, correspondence typing, filing, draft memos and prepare weekly and monthly reports. (Only 10 Chinese, including me, out of 100 staff worked in the joint venture office, the rest were all expatriates.)

ADDITIONAL INFORMATION

Computer Skills : Words, Excel, PowerPoint, Access, Visio, SharePoint, Outlook & Chinese Word Processing

Personality : Initiative, out-going, friendly, hard working and quick learner