

Jade Yu

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OBJECTIVE:

- Highly motivated individual seeking a position in Project Coordinator /professional services where my professional qualifications and experience will be of benefit.

QUALIFICATIONS:

- Over ten years of professional experience in administrative support
- Strong computer proficiency; familiar with LCPtracker, Unifier, iEWB Nice Touch, MS Word, PowerPoint, Excel and Blue beam
- Exceptional interpersonal and communication skills
- Fluent in English and Mandarin
- Ability to thrive under stressful situations; reliable, responsible, and professional in manner
- Excellent leadership skills; participation brings out the best in others

EMPLOYMENT HISTORY:

Office Admin./Payroll Coordinator

Walsh Construction

April 2018 – Present

- Project Certified Payroll Processing; Project Administrator of LCPtracker.
- In charge of payroll function for the project trade staff including processing data input, processing and delivery of payroll checks for hourly employees.
- Creating and compiling subcontractors and major purchase order billings. “Gate keeper” of accounts payable invoices for the project. Receive invoices in imaging software, providing coding as applicable, route to job site personnel responsible for approving.
- On-boarding of personnel assist new hires through enrollment process including benefits, assignment of phones and computers. Process terminations as needed. Coordinating all HR functions with regional manager.
- Prepare extra working billing. Update applicable quantities monthly in the cost report.
- Ordering of office and kitchen supplies, miscellaneous IT equipment.
- Incoming and outgoing mail or FedEx (or similar expedited shipments) - Assure that incoming mail, FedEx etc. is tracked, received and distributed in an appropriate and timely manner.

Office Administrator

Dabri Inc. Boarding Area B Project Management Support Service Team

Jan. 2017 - April 2018

- Provide general administration, meeting setup, office support, assisting Project Manager, construction management team member, design team, and coordinated with SFO staff
- Filing and electronic document filing, meeting minutes and related construction project management services

Sales Associate

Na Hoku Jewelry Company, San Francisco, CA

2016 – 2017

- Greet and welcome customers in a luxury jewelry environment
- Address any problems or concerns, prioritizing high quality customer service
- Inform customers on product characteristics, offering suggestions and opinions
- Help customers make selections by building customer confidence
- Process payments by totaling purchases; take payment in the form of checks, cash, or cards

Senior Secretary to CEO & Managing Director

OgilvyAction/WPP Group, Beijing, China

2006 – 2009

- Provided administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Provided luxury guest services and assisted guests with electronic access methods; utilized life safety systems.
- Coordinated relocation and renovation of company’s departments.
- Events coordinator in support of Beijing 2007 New Car Show for Honda, Acura, and Peugeot.
- Organized in-office event functions, i.e. promotions & awards, holiday gatherings, charity fundraisers and more

Personal Assistant to Managing Director

Y&R Advertising/Wunderman Direct Marketing Beijing Office, Beijing, China

2003 – 2005

- Performed various administrative support duties
- Worked as a liaison for world-wide offices
- Assistant to Regional Human Resources Director

Executive Assistant to Group Head

OgilvyOne Beijing Office, Beijing, China

1999 – 2003

- Coordinated business & social activities management for senior executives
- Served as liaison for world-wide offices
- Gained experience as Secretary to the Managing Director, Deputy General Manager, Account Service Department, as well as Leader of the Secretary Team
- Assisted the Human Resource Director and Regional Training Director

EDUCATION:

- **Construction Graphics**
- **Construction Project Management**
- **Construction Administration and Professional Services Academy (CAPSA)**

City College of San Francisco – San Francisco, CA

References available upon request.