

Jade Yu

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OBJECTIVE:

- Highly motivated professional seeking a position in accounting /project coordinator/professional services where my qualifications and experience will be of benefit.

QUALIFICATIONS:

- Over ten years of professional experience in administrative support
- Proficiency with LCPTracker, Unifier, iEWB Nice Touch, MS Excel, Word, PowerPoint and Bluebeam; Familiar with P6
- 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:

Labor Compliance Assistant / Payroll Coordinator

Walsh Construction

2018 - Present

- In charge of payroll function for the project trade staff, including processing data input, processing and delivery of payroll checks for hourly employees. Submit CPRs via LCPTracker and DIR. Follow up with subcontractors' CPRs.
- Responsible for Trade New Hire outreach. Contact Trade unions, prepare & process paper works, conduct drug test, and process termination paperwork as needed. On boarding of new personnel, assist new hires through enrollment process including benefits, assignment of phones and computers.
- "Gate keeper" of accounts payable invoices for the project. Receive invoices in imaging software, providing coding as applicable, and route to job site personnel responsible for approving.
- Processing Force Account Work Report
- Assist project management team with Contract Modifications, Submittals.
- Maintain office, kitchen supplies, and miscellaneous IT equipment.
- Responsible for 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

2017 - 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

Salesperson

Na Hoku Jewelry Company, San Francisco, CA

2016 - 2017

Senior Executive Assistant 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.
- Coordinated relocation and renovation of company's departments. Events coordinator
- 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

EDUCATION:

Construction Management Certificate Program

In Progress

City College of San Francisco – San Francisco, CA

(Completed: Construcyion Scheduling, Construction Cost Estimating, Construction Graphics, Construction Project Management)

Construction Administration and Professional Services Academy (CAPSA)

City College of San Francisco – San Francisco, CA

References available upon request.