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: LCPtracker, CMiC, 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:**

**Project Admin. Assistant/Payroll Coordinator**

**Walsh Construction April 2018 – Present**

* Processing and submitting Project Certified Payroll reports through LCPtracker
* In charge of payroll function for the project trade staff including processing data input, processing and delivery of payroll checks for hourly employees.
* “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 drug test, benefits, assignment of phones and computers. Process terminations as needed. Coordinating all HR functions with regional manager.
* Preparing extra work billing invoices, request payment letters & transmittals to the owner. Update applicable quantities monthly in the cost report.
* Change Order document control coordinator.
* 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

**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.
* 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

**EDUCATION:**

* **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.*