SAMANTHA LEONG

Administrative Assistant

+852 XXXX XXXX • s.leong@email.com • Chinese

EXECUTIVE SUMMARY

- Proactive Administrative Assistant with more than 8 years of progressively responsible experience supporting multiple C-level professionals
- Well-versed in providing administrative and secretarial support to senior executives and stakeholders. Strong organizational skills and an ability to manage multiple competing priorities and projects with attention to detail
- Performs well with a variety of disciplines while remaining effective in a high-volume start-up environments with demanding workloads
- Maintain excellent written and oral communication skills, problem resolution abilities, and a high level of confidentiality. Hardworking, fast learner, and team player able to work under pressure and tight deadlines

[This section gives a good helicopter view of the candidate. Quantifying the current role where possible also helps to give scale to the current responsibilities.]

KEY SKILLS

Communication Skills • Project & Database Management • **Time Management** • Problem Solving Skills • **Organisational Ability** • Business Writing

[Ensure the keywords here mirror those used in the job ad. The first round of vetting is often done by a software scanner. This section helps to pad the CV with key administrative-related phrases necessary to get past those scanners.]

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT **Apr 2012—Present**

XXX PTE LTD, Hong Kong

- Provide executive-level administrative support to the Vice President with demonstrated ability to improvise procedures and meet demanding deadlines [The opening line captures all the reader needs to know about the role. Mention which senior executive you provide assistance to in order to give hiring managers an idea how big your responsibilities are.]
- Plan and coordinate corporate luncheons and develop presentations for related on- and off-site meetings; organize details of special events, travel arrangements, corporate agendas and itineraries
- Handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency [This line shows the detailed responsibilities of the candidate.]
- Process monthly expense reports reflecting supporting documents and budget code indexes
- Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues [This line not only demonstrates the candidate's excellent communication skills, but also her ability to keep company matters confidential.]

Significant Achievements

- Collaborated with other departments in company to centralize customer database, hence reducing information retrieval time by 27% [Cite quantifiable metrics to support your achievements. Do, however, be aware of your company confidentiality clause.]
- Trained 9 newly hired staff members and provided exceptional support to managers and co-workers which increased overall efficiency by 30%

ADMINISTRATIVE ASSISTANT **Jan 2009—Mar 2012**
XXX PTE LTD, Hong Kong

- Coordinated and maintained weekly attendance and annual vacation records on all employees; liaised between departments to ensure proper communications and reporting practices [Simple, clear overview of the job you previously done. Notice also how the remaining bullet points are shorter. No need to go into deep detail about previous work scopes.]
- Managed capital purchases and direct vendor relations, as well as generated and maintained office supply inventories
- Developed new filing and organizational practices, saving the company $3,000 per year in contracted labour expenses [Include career achievements to make your CV memorable. It may be hard for admin assistants to have concrete achievements compared to sales and marketing roles, but include metrics to substantiate your contributions where possible.]

EDUCATION

Diploma in Business Administration
• Hong Kong Polytechnic University • Hong Kong • 1995

TECHNICAL SKILLS

Proficient in QuickBooks • Microsoft Office • Outlook Express

MISCELLANEOUS INFORMATION

Nationality: Chinese
Languages: English, Mandarin and Cantonese
Availability: 1 month's notice

REFERENCES

Available upon request

[There's no need to list your references; if HR is interested in you they will ask you for them.]