

Rosemary Student

EXAMPLE

39 Blackwood Road, Eight Mile Plains, QLD 4113
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SUMMARY OF QUALIFICATIONS

- Tertiary educated in Australia with a business background.
- Bright, motivated graduate who enjoys working in fast-paced, demanding environments.
- Well organised and efficient worker; able to multi-task and prioritise to meet deadlines.
- Outstanding communication skills, comfortable interacting with people from diverse cultures.
- Able to assimilate quickly in transitions and switch roles as needed to maintain productivity.
- Strengths in managing problems from inception to completion; able to embrace new concepts.

Areas of Office Expertise

- Planning and Prioritizing
- Relationship Building
- Task scheduling
- Database and File Management
- Service and Products Coordination
- Documentation and Report Writing

Computer Skills: Microsoft Office, Dreamweaver CS4, Chinese Word Typing (46 wpm)

Languages: Fluent in spoken and written English, Cantonese and Mandarin

EDUCATION

Bachelor of Business (Event Management)

Griffith University, Australia

Jul 20xx – Jul 20xx

Diploma in Hotel Management

Queensland Institute of Business and Technology, Australia

Jul 20xx – Jun 20xx

PROFESSIONAL EXPERIENCE

Computer and Technologies Solutions Limited, Hong Kong

Event Helper (Part-time position)

Nov 20xx- Feb 20xx

- Answered enquires, greeted visitors and exhibitors in a professional yet friendly manner.
- Provided business matching service and free sourcing service for buyers to find the right exhibitors.
- Promoted and explained products to visitors.
- Reported to the supervisor and supported to the team to improve the efficient operation.
- Assisted visitors to use technology equipment (included QR code scanning app, E-information screen).

Chandler Macleod Group, Hong Kong

Nov 20xx- Feb 20xx

Event Helper (Part-time position)

- Registered exhibitors effectively and greeted clients in a gracious manner.
- Delivered excellent customer service while answering inquires and solving problems.
- Supported at the information centre; provided excellent customer service for participants.
- Assisted in the VIP lounge; invited visitors to participate in different program and seminar.

Union Trend International Limited, Hong Kong

Assistant Merchandiser

May 20xx- Jun 20xx

- Liaised and coordinated with internal and external clients and suppliers both locally and overseas.
- Developed excellent relationship with suppliers and clients.
- Schedule and follow-up samples and productions development in an accurate and timely manner.
- Maintained of filing system.
- Negotiated prices with both suppliers and buyers.

Wings Trading (HK) Co., Ltd., Hong Kong

Business Management Trainee

Oct 20xx – Feb 20xx

- Aided new product development; conduct research, material and manufacturing sourcing.
- Helped senior and collected information from new manufacturers.
- Reported to the senior and provide support to the team to improve the efficiency of operations.

VOLUNTEER EXPERIENCE

Brisbane Festival, Australia

Event Helper

Sep 20xx

- Assisted in artworks making before the event.
- Greeted visitors in a professional and friendly manner.
- Managed the crowd.

Flight Centre Limited, Australia

Event Helper

Jul 20xx

- Greeted visitors in a professional and friendly manner.
- Handed out exhibition floor plan and advertising leaflets and welcome kits to visitors.

REFEREES

- Can be provided upon request.
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