

Mary Chan  
#430-88 East Pender Street  
Vancouver, B.C.  
V6A 3X3  
(604)689-7594

Career Objective: To utilize my acquired skills and experiences so that best results can be attained for the company

#### Capabilities

- capable of performing a variety of administrative duties in supporting managerial/ professional co-workers
- handle import/export and banking documents
- carry out profit-loss analysis on each transaction
- prepare monthly payroll/GST/PST remittance, A/P & A/R etc.
- finalize correspondences, reports, statements, and other documents by using ( Microsoft Word, Excel etc.)
- respond to telephone enquiries, provide product/service information to clients
- Languages: Fluent English, Chinese

#### Personal Attributes

- responsible, independent and well organized
- good interpersonal & problem-solving skills
- willing and eager to learn new skills and techniques
- experienced in customer services and general office duties
- attentive worker and can work flexible hours

#### Education

- B.A. University of British Columbia (2001)

#### Work History

- Business Assistant Administrator, 2002-2004  
ABC Enterprise Inc;  
Duties:-video store management, pricing, shelving and customer services
- Business Assistant Coordinator, 2001-2002  
Strathcona Co. Ltd;  
Duties:           -typing, filing, bookkeeping, correspondence, computer  
                          Operation  
                          -sold assembled lighting fixtures to USA  
                          -assisted in developing retail business and consignment

Excellent References available upon request