

Vanessa Siu

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EXPERIENCE SUMMARY

An energetic and enthusiastic individual who recently graduated with a Bachelor in Business Administration from Capilano University. Highly motivated, organized, team and goal focused with experience in Leadership roles, Event Planning, Public Relations, Market Research, and E-Marketing. Fluent in English and Cantonese. Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, and WordPress.

EDUCATION

Capilano University, North Vancouver, BC

Bachelors in Business Administration (BBA)

June 2010

Advanced Business Administration Diploma – Marketing

June 2010

- Broad selection of subjects studied such as Human Resources Management, Macro/Micro Economics, Managerial/Financial Accounting, Marketing Research & Strategies, ecommerce & Internet Marketing, Event Planning

PROFESSIONAL EXPERIENCE

Delta-Q Technologies Corp., Burnaby, BC

March 2007 - Present

Hybrid Assistant

- Providing accounts receivable and payable support.
- Handling and assisting key clients in regards to returns, credit, sales order entry and shipping of goods.
- Maintaining and reconciling confidential client records.
- Supporting Operations in forecasting, maintaining, and coordinating inventory level.
- Providing general office support.
- Scheduling meetings and offered technical assistance where required.
- Developing and implementing new or revised office procedures and policies.
- Organizing company events such as summer celebrations and Christmas parties.
- *Computer skills/software used:* Microsoft Office, MAS 90, TestTrack, Citrix, Adobe Acrobat, ShoreTel Call Manager

Janto Imports Inc., Vancouver, BC

May 2006 – March 2007

Administrative Officer

- Developed and created sales and marketing materials.
- Managed wholesale accounts.
- Attended and organized trade shows.
- Coordinating newspaper advertisements and news releases
- Conducting inventory management.
- *Computer skills/software used:* QuickBooks Pro., Microsoft Office

- Manage purchase orders and the processing of invoices as required
- Result-oriented team player who provided support to administrative staff and management
- Designed and prepare presentation materials
- Provided superior customer service to department visitors, redirecting them to other personnel when necessary.
- Trained and supervised production staff and coordinated the order process
- *Computer skills/software used:* Windows POS, QuickBooks Pro., Microsoft Office

VOLUNTEER & PROFESSIONAL MEMBERSHIPS

Pacific Indoor Bowls Club, Vancouver, BC
Assistant to Marketing Director

September 2006 – Present

- Oversaw the launch and management of the club's blog and website.
- Design all marketing material including annual members' handbook, posters, banners, and fliers.
- *Computer skills/software used:* Microsoft Office, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat

Vancouver 2010 Winter Olympics and Paralympics, Vancouver, BC
Sports Info Desk Assistant

January 2010 – March 2010

- Provide sporting event information to the International/National Olympic Committee, International/National Paralympic Committee, Coaches, and Athletes.

Vancouver and District Bowls Association, Vancouver, BC

2009, 2010

- Creating and putting together their annual members' handbook.
- Designing members book cover for their 2008 members' book.
- *Computer skills/software used:* Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Microsoft Publisher

Bowls BC, Vancouver, BC

April 2003 – September 2005

- BC Junior Representative.
- Organized provincial and national level events and generated awareness of the program.

Professional Memberships:

Vancouver Board of Trade, Vancouver, BC

September 2009 – Present

- Mantee of the Leaders of Tomorrow program.

Canadian Marketing Association

September 2008 – Present

- Student Membership.

ADDITIONAL INFORMATION

Languages Skills:

Fluent in English, Intermediate Mandarin and Cantonese, Basic French

References Available Upon Request