

張允齡 ELAINE CHEUNG

PROFILE

29 YEARS OLD
HONG KONG + TAIWANESE DESCENT
CANADIAN PASSPORT HOLDER
HONG KONG PERMANENT RESIDENT
In progress: TAIWAN ARC

SEASONED EXECUTIVE ASSISTANT
CREATIVE ENGAGEMENT IN THE ARTS,
HOSPITALITY & CORPORATE SECTORS
IYENGAR YOGA TEACHER
In progress: TEFL Certification

LANGUAGES

NATIVE LEVEL IN:
ENGLISH, MANDARIN, CANTONESE

BASIC LEVEL IN:
FRENCH, SPANISH

CONTACT

+886 (0) 972711148
ELAINE.103@GMAIL.COM

REFERENCES

MR. SYED ASIM HUSSAIN
CO-FOUNDER OF BLACK SHEEP
RESTAURANTS
ASIM@BLACKSHEEPRESTAURANTS.COM

MS. SIN SIN MAN
DIRECTOR OF SIN SIN ATELIER, SIN SIN
FINE ART
SINSINAC@SINSINAC.COM

MR. EDMUND WEI
PRESIDENT & CEO OF COMMVERGE
SOLUTIONS
EDWEI@COMMVERGE.COM

WORK HISTORY

EXECUTIVE ASSISTANT TO CO-FOUNDER @ BLACK SHEEP RESTAURANTS, HONG KONG

JUN 2018 - SEP 2020

SECRETARIAL TASKS (CALENDAR MANAGEMENT, MONTHLY EXPENSE REPORTING & PAYMENTS, COMPLEX AND FREQUENT TRAVEL COORDINATION, COMPANY VEHICLE LICENSING/INSURANCE)

SIGNIFICANT MANAGEMENT OF PERSONAL MATTERS TO THE CO-FOUNDER (MULTIPLE RESIDENCES, DAILY AD-HOC TASKS)

PRIVATE MANDARIN TUTOR, HONG KONG

2017-2019

TUTELAGE TO INTERNATIONAL SCHOOL STUDENTS (NON-CHINESE FOREIGNERS)

TEACHING AGES BETWEEN 4-15 YEARS OLD

TEACHING IN BOTH CLASSIFIED AND/OR SIMPLIFIED CHINESE, WITH HANYU PINYIN

1-1 LEARNING SUPPORT TO IGCSE, GCSE CURRICULUMS

OFFICE EXPERIENCE ASSOCIATE @ ALPHASIGHTS, HONG KONG

2017 - 2018

OFFICE FACILITIES MANAGEMENT & ADMINISTRATOR (HONG KONG & SHANGHAI OFFICE)

EMPLOYEE EXPERIENCE PRODUCER

ATELIER ASSISTANT @ SIN SIN ATELIER, HONG

2017

BUSINESS AND OPERATIONS ANALYTICS

SOCIAL MEDIA MANAGEMENT

PRODUCT STYLING AND SHOOTING FOR SOCIAL MEDIA PUBLISHING

INVENTORY REVIEW TO PITCH RANGE PLAN TO CREATIVE DIRECTOR

EXECUTIVE ASSISTANT TO PRESIDENT @ COMMVERGE SOLUTIONS, HONG KONG

2013 - 2016

GALLERY ASSISTANT @ SIN SIN FINE ART, HONG KONG

2013

EDUCATION

BACHELOR OF COMMERCE, UNIVERSITY OF TORONTO, CANADA

2008 - 2012

SPECIALIST IN ACCOUNTING, MINOR IN ECONOMICS

ROTMAN COMMERCE

ENGINEERS WITHOUT BORDERS

FRENCH INTERNATIONAL SCHOOL, HONG KONG

2000-2008

INT'L BACCALAUREATE DIPLOMA, IGCSE

YORK HOUSE SCHOOL, VANCOUVER, CANADA

1994-2000