

SUK YI TONG

25 A, Garden Terrace 1
8 Old Peak Road
Hong Kong
Tel: 2813 - 2760

CAREER GOAL

A challenging management position in the banking industry,
where I can rise to my full potential.

Education 1993 - 1995

University of Hong Kong: BA in Management Studies expected June, 1996

Courses taken Industrial Organization and International Finance. Awarded distinction for 10,000 word dissertation on 'The Future of Futures Trading in the Special Economic Zones', based on research conducted at Alan Bond Investments Inc.

Honours

- Awarded Robert Maxwell Scholarship worth \$20,000

Activities

- Treasurer, Music Society, 1993 Initiated computerized accounting system, saving the Society \$26,000 per annum in book-keeping expenses.
- Organizing Committee of AIESEC Hong Kong, 1993 Organized induction programmes for 200 new members and fund raising activities which achieved target collection of \$ 35,000 for Project Orbis in 9 months.
- Vice Chairman Hong Kong Student Music Festival 1994 Co-ordinated planning among all tertiary institutions in Hong Kong and overseas based on projected attendance of 400 delegates.

Experience Summers 1993 - 1995

Sun Yee On Trading Co. Ltd

Administrative Assistant / Coordinator Assistant to the General Manager as well as to the accounting manager. Constantly updated my supervisor on their employee's absenteeism, tardiness, performance appraisals and disciplinary actions needing to be taken. I was responsible for the orientation of new employees on all company benefits and policies. I taught employees company procedures for using technical equipment such as the fax machine, typewriters, computers, copy machines, phone system, etc. I had an intense amount of communication with high level staff and outside agencies. My job included the performance of customer service functions and also the resolution of all consumer complaints and problems. In my second year with the company I was put in charge of confidential communications including typing company documents, correspondence, generation of charts and data, and filing. I was officially made the associate in charge of outside communication via the telephone and switchboard. I was also completely responsible for the travel arrangements of 10 company executives, including, scheduling, coordination and budgeting. I coordinated the office supply inventory and was responsible for maintaining and ordering supplies, including letterhead stationary and computer disks.

Languages

- Cambridge Certificate (Advanced) in Business English
- Completed RISE (Resume & Interview Skills Enhancement) Course, English Centre, University of Hong Kong, 1995

Professional Affiliations

- Member of the Hong Kong Society of Financial Analysts

Personal Interests

- Computerized charting of stock and bond futures price movements on the Hong Kong Stock Exchange. Collecting beetles.

References

Available on request