

Christine Kong

QUALIFICATIONS SUMMARY

Experienced Office Administrator with proven fast-paced detail-oriented experience and great analytical skills. Highly organized with extensive experience in successfully directing and managing multiple multi-task projects. Proficient in the operation of computer hardware, software, and digital video editing equipment. Successfully maintained a cross-platform (Macintosh and Windows) LAN. Speak, write and read English and Chinese fluently.

EDUCATION

Beijing Agricultural College, B.S. in Economics, 1995

EXPERIENCE

Gary Gordon LLC Architectural Lighting, New York, NY

6/01 – 10/01

Office Administrator

- Performed monthly invoicing, collections, payables and cash flow forecast
- Reconciled bank deposits and receivables
- Managed company payroll and human resources
- Maintained company mailing list and client-vendor database
- Prepared project proposals and contracts
- Performed troubleshooting and maintenance for Windows NT network
- Recommended the acquisitions of hardware and software
- Maintained and updated the company website

Spanish English Services Inc., Brookfield, MA

3/99 –9/00

Video Project Manager

- Developed multiple broadcast quality videos in Spanish
- Conceived and developed an "infomercial" that substantially increased corporate sales
- Created numerous streaming videos
- Designed and implemented Project Management and Invoicing System
- Designed, registered and launched the corporate web site
- Performed extensive bilingual desktop publishing
- Extensively utilized HTML programming for the development of websites
- Recommended the acquisition of corporate-wide hardware and software
- Assisted translators in the development of multilingual translation projects

Silicon Resources Inc., New York, NY

7/97 –2/99

Manager of Accounts Receivable, Credit and Collections

- Supervised accounts receivable, cash receipts, invoicing and collections
- Reconciled bank deposits and receivables
- Established new business utilizing Dun and Bradstreet reports
- Directed merchandise tracking and transportation systems and resolution of claims
- Utilized Forte accounting systems to develop aging, inventory, trial balance and cash reports

Eveready Battery Inc., Beijing, China

7/95 –6/97

Executive Secretary

- Organized multi-regional conferences, workshops and executive meetings
- Prepared monthly sales reports for Northern China
- Coordinated employee reimbursements with corporate Controller
- Prepared bilingual memos and meeting minutes
- Accompanied and supported corporate executives during international meetings
- Developed proficiency to prioritize and conduct multiple activities

COMMUNITY SERVICES

Volunteered my professional knowledge and time in an effort to support the community where I resided. Salient accomplishment included:

- *Public Access Television*
 - Programmed, scheduled and aired video programs from a publicly supported television studio
 - Produced various video programs, of numerous township events, using both linear and non-linear video editing techniques
 - Maintained community TV Bulletin Board for public access television
 - Operated and maintained TV-broadcast videotaping and editing equipment
- *Community religious service*
 - Videotaped and televised weekly religious services
- *Community newspaper*
 - Columnist responsible for preparing a regularly featured column
 - Met press deadlines by performing typesetting and page layout activities
- *Township Theater*
 - Member of Community theater guild and acted in company productions

SOFTWARE/HARDWARE SKILLS

Maintained Macintosh and Windows platforms	AfterEffects	PageMaker
HTML programming	Illustrator	Quark Express
Dreamweaver and Fireworks	Photoshop	MS Word, Excel
FrontPage2000	ACT	MS Powerpoint
Windows 95/98/2000, MS Office 2000	Outlook, Eudora	File Maker Pro
Translation programs (e.g. Transit, TermStar)	Media 100 and BorisFx	QuickBooks
TV broadcast quality JVC editing VTRs	Sony Betacam SP	Lotus1-2-3
Panasonic professional S-VHS TV camera	Digital Video Cameras	Forté