

# Angeline Siow

Mobile: 0404 284428

## CAREER OBJECTIVE

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As I recently attained my Certificate in Strata Management, my objective is to work in the strata management industry.

## PROFESSIONAL SUMMARY

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Over a career of more than 30+ years I have held a variety of senior secretarial and administrative roles with international companies within the shipping, property investment and sports management industry. My last role was in Copenhagen with Maersk, Line Denmark the world's largest single container shipping company.

I have excellent organisational and customer relationship skills and the ability to focus on the task in hand and to do what it takes to achieve the required results. I achieve this by employing initiative, enthusiasm and prioritization skills

## KEY COMPETENCIES

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- Strong time management and organisational skills along with ability to deal with people respectfully in resolving queries and issues
- Ability to prioritise and manage conflicting expectations,
- Ability to work autonomously and as part of a team
- Good understanding of strata management operation
- Strong communicator

## Education and Training

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- Certificate in Strata Management (2010)
- Secretarial diploma (1976)
- Time Management Course (2004)
- Advance Excel Course (2004)
- Basic Process Excellence (2007)

## CAREER SUMMARY

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Working in family business		June 2008 – Dec 2009
Personal Assistant/Administrator	Maersk Line Denmark	May 2006 – Jan 2008
Executive Assistant/Dpt Administrator	P&O Nedlloyd Limited	2000– 2006
Various contract positions		1996 to 1999
Executive Assistant to Managing Director	Ipoh Limited	1994 to 1996
Branch Secretary	State Bank NSW	2-year contract ('92-'94)
Personal Assistant/Programmes Coordinator	IMG	1989 to 1991
Secretary/Office Manager	WBK International Limited	1987 to 1989
Own Business	Gift Shop	1984 to 1987
Executive Assistant	Pegi Malaysia	1976 to 1984