

CLAUDIA TU, MBA

BOOKKEEPER / OFFICE MANAGER

**EDUCATION**

Professional Bookkeeper Certificate, Langara College, Vancouver, 2016
 MBA, Fordham University, NY, US, 2003
 BA, Beijing Language & Culture University, CHINA, 1993

SUMMARY

Claudia has more than 20 years administration experience and over 5 years bookkeeping experience. She joined with Robertson GeoConsultants Inc as of June 27, 2023 as Bookkeeper and Office Manager.

Claudia has rich experience in marketing, event management, and project management.

She is proficient in MS office suite and familiar with accounting software.

WORK HISTORY

June 2023 - present: Bookkeeper / Office Manager, Robertson GeoConsultants Inc.
 Claudia will be the project administrator to support RGC PM in invoicing.

Apr 2012 – Jun 2023: Office Administrator, Dan-Jen Mechanical Ltd.

Besides accounts payable, accounts receivable and payroll, Claudia also assisted in office administration, project management and safety.

WORK HISTORY (OUT OF CANADA)

2009 – 2012	Head of MarCom, Industrial Solutions Division, Siemens Limited China
2006 – 2009	MarCom Manager, Metals Technologies, IS, Siemens Limited China
1996 – 2006	Executive Assistant, VA TECH Int'l GmbH (VAI) Beijing Liaison Office, China
1995 – 1996	Assistant to GM, Beijing Regal Properties Co. Ltd., China
1993 – 1995	English Tutor, Beijing Wuzi University