**Constance Wu**

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**Profile Summary**

 A keen, industrious and effective communicator who has a friendly personality and an energetic approach to work. Constance has a strong desire to make real and measurable difference to any company that she works for, and is more than willing to undertake on-the-job training. She is able to combine commercial insight along with her experience to further grow any business.

 Constance has the extensive supervisory and junior management experience required to assemble a team that works well together and which hits its performance and target. Right now she is looking to work for a company that has an international presence and which will offer her a unique place to work within their company.

**Education**

**2013-2015:** Master of Management (Accounting) from The University of Auckland Business School, Auckland, New Zealand.

**2009-2013:** Bachelor of Arts (Human Resources Management) from East China University of Science and Technology, Shanghai, China

**Professional Work Experience (Full Time)**

**Jan’15 - At Present UA International Architecture Design Co., Ltd., Shanghai ,China as Key Account Manager**

 Responsible for driving 25 areas of the business and for leading teams to deliver results. Also, in charge of monitoring and driving a range of KPIs within a fast-paced and high-volume environment.

 Working with the Director of the Marketing Department to improve sales, operations and using KPI to evaluate and manage staff performance and proactively managing existing and prospective clients, accounts and follow up relations

 To conduct extensive and systematic telemarketing call, if needed, and account management activities in promoting designated architectural designs and services.

 To provide quality, efficiency before and after sales services and supporting Branch Managers in identifying opportunities for commercial advantages and managing staff training requirements

**Work While Studying (Part Time)**

**Jan’12 - Jun’13 Zhongfei Stainless Steel Company, Shanghai, China as Assistant Manager**

 Managing accounts of the company

 Managing customers

Maintaining the presenting room

Handling after-service calls

**Jan’11 - Dec’11 Kaifeng Motel, Shanghai, China as HR Executive**

 Recruiting staff for the motel

 Calculating salaries for the staff

 Managing staff training requirements

**Core Competencies and Skills**

 Ability to work under pressure and meet targets

 Having a methodical and organised approach to work at both individual and team level

 Able to build a working environment which has vitality, morale and fun

 Assisting with analysing sales figures to help setting future targets

 Capable of understanding and analaysing detailed business process and procedures

**Extracurricular Achievements**

**Oct’2005 - Apr’2008 Professional Swimming Athlete, Shanghai**

 Candidate for the Olympic Swimming Team of China, but was not elected because of the fierce competition

 5 hours per day, 6 days per week

**References**

Available on request