‍‍LINDA YEO

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Objective

With this application, I would like to offer you the determination that I have, and prove to be a worthy asset to your Organization’s objectives by providing excellent supervision, customer service, supporting and working closely with executives of the organization and staff by fulfilling duties as an approachable and worthy team member. I am always courteous, eager and customer focused.

Experience

RESTAURANT ASSOCIATE | Bass PRO SHOPS | march 2016 - present

* Excellent customer service, food handling procedures, cashier and cash handling, perform duties as required.

CLOTHING OUTFITTER | cabela’s canada | august 2015 - march 2016

* Exemplary customer service, set up retail outlet; replenishment, fixtures, end-caps; floor moves and mannequins. Assisted in all departments where required.

financial services representative | investors’ group | dec 2013 – april 2015

* Mortgages, mutual funds, loans to suit individual client needs; advised clients with life changes and led them to the need of review and restructure of financial planning; business development opportunities, hosted trade shows and met with the networking groups; built solid relationships with various supportive specialists, assisted clients with their portfolios.

Investor Service representative | land management | june 2012 – sept 2013

* Coordinated Global Centralized e-mail in-box system for Walton Group; generated and distributed information packages; annual documentation pertaining to client investments; identified, investigated and resolved issues; support head office, coordinate, execute operational exit activities; internal and external partnerships in business.

team manager | land management |feb 2006 – feb 2012

* Enhanced prospects with investors awareness on investments; provided support, contributed ideas, shared information, worked with all the teams and training; on-boarding new sales representatives; sourcing leads; presentations to the teams; running team events. Assisted clients with personal and family portfolios.

Education

canadian investment funds course (IFIC) | mutual funds – November 2013

London Chamber of Commerce Institue | private secretary certificate

sales and marketing training

supervisor training

speak with impact

Certificate of education – 1981

Skills & Abilities

Management

* Experienced as a manager and assisting management to lead teams with effectiveness through coordination and motivation.
* Assisted Calgary clients in achieving goals by restructuring investment portfolio of up to $500,000.00.
* Team Manager in Malaysia and Investor Services Representative in Calgary, Alberta – Head office.
* Experienced in Financial Consultant, Investor Services Representative, Team Manager, Sales & Marketing, Retail Associate, Branch Supervisor, Administrative Assistant and Secretary.

Sales

* Sales and Marketing are the strengths that I have obtained through working in this field.
* Assisted in setting up a Branch Office, recruitment, surveyed, monitored market changes, generate revenue.
* Established an accumulation of personal sales in Walton Malaysia of RM2.6 million.
* Global operation in land investing, 8 years of progressive experience.

Communication

* Through seminars and training – my communications skills are excellent. I am multi-lingual. I speak English, Mandarin, Chaozhou, Fuzian and Malaysia National language.
* I have effective communication skills and excellent client service and with my language skills, I am able to maintain client relationships with a strong rapport.
* Proficient in Microsoft Excel, Word, PowerPoint, Outlook, communication, products and data update.

Leadership

* Proved to provide tremendous leadership and maintained relationships with all levels of management and subordinates.
* Philosophy: Contribute good value and be a benefit to the organization and follow the mission statement.

References

Available upon Request