

CHUN M. FONG

OBJECTIVE

Seeking an administrative or project management position in Construction Industry.

EXPERIENCE

9/1997-5/1999 **YKE International** Woodhaven, NY

Sales Assistant

Marketing Computer Hardware to Potential Customers

9/1999-8/2002 **Cyclone Industries** New York, NY

Sales Executive

- Maintaining a Monthly Sales Volume of \$150K +
- Preparing Literature Materials for Marketing Purpose
- In Office Management

3/2003-11/2010 **Paramount Property LLC** New York, NY

Sales Associate

- Engaging in Rental /Sales of Real Property in L.E.S
- Minor involvement of Property Management

11/2010-8/2012 **PPC Management Inc** New York, NY

- Owner Representative

11/2012-Present **Pandora Building Services Ltd** New York, NY

Property Manager

- Managing a Profile of 6+ buildings in Manhattan, Brooklyn & Queens.
- Bookkeeping Services for Building Operations
- Advising Building Owners for Maintenance Issues

EDUCATION

2003-2009 **Essex County College** Newark, NJ

- A.A.S **Civil Construction Engineering Technology**

Reference available upon request!