

JACLYN GENG

jingyageng@gmail.com | 021-169-2516 | Cockle Bay, Auckland 2014

PROFESSIONAL SUMMARY

Self-motivated Bachelor of Law (Honours) graduate with strong legal knowledge, seeking practical opportunities to grow professionally and adding value to your organisation. Attention to details with an analytical approach and top problem-solving, relationship-building and interpersonal communication abilities.

SKILLS

- Dedicated team player,
- Resilience and self-confidence
- Time management
- Faster learner
- Excellent interpersonal communication skills
- Bilingual (English and Mandarin)
- Customer services and problem-solving
- Advanced Research skills and legal analysis skills
- Proficiency in Microsoft Office, e.g. words, Excel, PowerPoint
- Attention to details

WORK HISTORY

Immigration Adviser / Hebei ZR Overseas Education Ltd. - Auckland / 07.2011 - 03.2019

- Converted community contacts into potential clients through networking, consistency and credibility
- Worked with customers to understand requirements and provide exceptional service
- Maintained regular contact with clients and identify opportunities to deliver added value to client relationships
- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings

Flight Attendant / Air New Zealand - Auckland / 03.2010 - 06.2011

- Operated in compliance with all airline and aviation regulations to ensure complete compliance with safety and security procedures
- Answered passengers' questions and provided solutions to issues arising during flights

Medical Laboratory Scientist / Auckland District Health Board - Auckland / 03.2009 - 02.2010

- Handled specimens according to laboratory protocols to maximize the accuracy and precision of results
- Maintained confidentiality of all patient information to conform to internal and other regulatory standards

- Utilized expertise in Cytogenetic, Immuno-chemistry and Hematology to help with the diagnosis of medical issues

EDUCATION

Auckland University Of Technology - Auckland / 2019

Bachelor of Law (Honours)

- Honours Dissertation on the topic of Real Property Law with Professor Rod Thomas

Bay of Plenty Polytechnics - Bay Of Plenty / 2015

Licensed Immigration Adviser (Full License: 201501004)

Auckland University of Technology - Auckland / 2009

Bachelor of Science: Medical Laboratory Science