

PEIWEN WANG

Origin: Shanghainese

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- 7 years' work experience as Executive Assistant / Project Coordinator in Global 500 and multinational companies;
- European higher education background;
- Attention to details; pro-activeness; result-oriented; team player;
- Strong organizational skills with excellent communication strength.

PROFESSIONAL EXPERIENCE

EUROFINS SCIENTIFIC - BRUSSELS, BELGIUM Executive Assistant to Group CEO

2016 - Present

- Provide business support to the CEO by taking a wide range of organizational and administrative tasks such as:
- Organize big meetings and events such as the Leadership Conference (300pax global wide) and New Leader Introduction Tour, working with Marketing and external travel agencies and communicating with meeting participants from the global level;
 - Execution of all the individual assignments by the CEO in a fully discreet and accurate manner, and maintain a high level of compliance and confidentiality;
 - Arrange travels and meetings, ensuring that all of them are arranged seamlessly, with regard to timing, visas and all other permits;
 - Draft, edit and layout of texts such as correspondence, invitations, reports and contracts; handle telephone contact and carry out internet research when needed; optimize and organize company filing.

BAYER CONSUMER HEALTH - GREATER CHINA Executive Assistant in Project Management Office

2012 - 2015

- Organize corporate events such as global workshops, National Sales Conference and Town Hall Meetings (500+ pax);
- Work and get trained in Edelman (Bayer's PR agency) for different corporate communication projects such as Bayer 2015 "Lead For Life" Employee Engagement Plan, Boston Scientific 2015 "Educare" Program, Takeda 2015 Full Year Communication Plan, etc;
- Coordinate New Product Development (NPD) launch with Marketing, R&D and Compliance department;
- Work closely with the Head of PMO in managing cross-department issues, taking charge of all relevant support activities and provide efficient execution of tasks such as global travels and meeting arrangement, expense report, conflicts management, communication with internal stakeholders and external agencies and team budget controlling.

MAERSK LOGISTICS - NORTH ASIA

Personal Assistant to East China Managing Director

2011 - 2012

Project Coordinator in Business Process Improvement

2010 - 2011

Customer Service Supervisor in Supply Chain Management

2009 - 2010

- Chairman of North Asia Staff Committee (500+ pax), organizing corporate events such as Annual Dinner, and coordinating CSR initiatives that move the branch forward;
- Business Process Improvement (BPI) Projects - 5S, VMS, LEAN, Six Sigma, etc. Monitor BPI process and give efficient feedback to BPI project managers with action plans;
- Full-range of administrative/business support such as meeting arrangements, business reports, drafting newsletters and maintaining intranet;
- Assist Managing Director in coordinating cross-functional business issues and act as the delegate of the Director.

EARLIER EXPERIENCE IN SHANGHAI

- Liaison Officer of “2007 World Special Olympic Games”
- Correspondent of “The Daily Telegraph”
- Certified Advanced Interpreter (Chinese/English)

EDUCATION

- **EDHEC BUSINESS SCHOOL - LILLE, FRANCE (FRANCE #4 GLOBAL #63)** 2015 - 2016
Master in Business Management: Creative Business
- **UNIVERSITY OF INTERNATIONAL BUSINESS & ECONOMICS - SHANGHAI, CHINA 2005 - 2009**
Bachelor: Translation/Interpretation (CN/EN); Graduate With Honor
- **SHANGHAI INTERNATIONAL STUDIES UNIVERSITY - SHANGHAI, CHINA** 2006 - 2008
Undergraduate Diploma: French

LANGUAGE & IT SKILLS

- Mandarin - Native;
- English - Excellent;
- French - Intermediary;
- Office Suite Microsoft; OSX & Windows

REFERENCE

BETTY LEONG

Regional Strategy & Operational Excellence Head,
Bayer Healthcare APAC
betty.Leong@bayer.com

DAVID WONG

Former Head of PMO China & Country Division Head of Hong Kong,
Bayer Healthcare Greater China
dwongasia@gmail.com

WILLIAM PAY

Managing Director Greater China & Chief Commercial Officer APAC, Eco Capacity Exchange
Former Head of Global Purchasing, Bayer AG
wpay@ecocapex.com

HOBBIES

Painting;
Yoga;
Psychology