

Wei Zhao (Vivi)

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Current Location: Brampton, Canada

Permanent Location: Beijing, China



Work Experience

2021.11-present Mandarin Restaurant Franchise Corporation | Administrative Coordinator

- Provide daily administrative and operational support by drafting and updating office SOPs and maintaining shared documentation systems to ensure regulatory compliance.
- Minimize equipment downtime by ordering necessary parts and coordinating troubleshooting, repairs, and inspections with the maintenance team and facilities management company.
- Achieve annual cost savings by conducting competitive vendor comparisons and negotiating favourable contracts for hotels, supplies, and equipment.
- Collect and compare summer landscaping and winter service quotes to ensure alignment with approved budgets and schedules, while monitoring service execution.
- Maintain inventory of office supplies, organize filing systems, and distribute reports, schedules, and files across 30 locations.
- Organize internal meetings and events by managing logistics, preparing agendas, providing translations, taking minutes, and following up on action items.
- Coordinate fire safety inspections and safety readiness in 30 locations across Ontario, consulting with contractors and local authorities to promptly resolve compliance findings.
- Work with the Administration Manager to prepare the annual administrative budget, resolve related finance issues, and make necessary adjustments during the preparation of budget reports.
- Maintain financial accountability by managing daily journals for two business accounts, processing high-volume invoices, and improving cash flow through enhanced accounts payable/receivable tracking.
- Prepare and complete monthly HST filings and generate financial reports for two business accounts, including bank reconciliations, income statements, and sales reports, ensuring accuracy and compliance.

2016.09-2018.06 Shangri-La Hotels and Resorts Beijing Regional Office – North China | HR Officer

- Partnered with the Recruitment Director to manage end-to-end recruitment, including drafting job postings, sourcing qualified candidates, scheduling interviews, and preparing candidate offers.
- Managed work permits and visa applications for expatriate employees representing 30% of the workforce; coordinated onboarding, orientation, and mandatory training to ensure a smooth integration process.
- Consolidated monthly HR data from 29 hotels across North China, producing accurate turnover and activity reports for the VPHR.
- Managed procurement of office and event materials, ensuring inventories remained accurate and up to date.
- Liaised with the facilities team to resolve equipment issues promptly, minimizing disruption to office operations.

2011.07-2016.09 Crowne Plaza Beijing Chaoyang U-Town – China | Human Resources Supervisor

2015.05-2016.09 | Human Resources Supervisor

- Managed full-cycle recruitment for frontline hotel positions.
- Maintained accurate and up-to-date employee records in the HRIS, overseeing changes to ensure compliance and data integrity.
- Managed end-to-end payroll processing for both in-house and outsourced staff, collaborating with Finance to ensure timely and compliant payroll execution.

2014.07-2015.05 | Human Resources Assistant

- Coordinated with recruitment managers to manage campus, social, and outsourced hiring initiatives.
- Oversaw online job platforms, collected resumes and conducted phone screenings.
- Organized monthly employee engagement events, managing logistics and resource preparation.
- Oversaw procurement of office and event materials and coordinated equipment repairs.
- Managed work permits and visa applications for hotel expatriate employees.

2011.07-2014.06 | Office Administrator

- Managed daily departmental operations, including preparing management reports, maintaining office supply inventories, and monitoring task progress to ensure an efficient workflow.
- Partnered with the Fire Safety Supervisor to execute the annual fire drill and update fire safety policies, ensuring full compliance with local regulations and IHG standards.
- Assisted the Director in conducting quarterly risk assessments in compliance with IHG standards, supporting organizational safety and regulatory adherence.

Education Experience

2019.01 - 2020.12	Cape Breton University (Canada) Business Administration MBA
2007.09 - 2011.06	Qingdao Agricultural University (China) Animal Science Bachelor