

Statement of Objective

In my previous work experiences, I have identified three key areas where I excel, which are essential for the role of Vice Administrative Executive: accurate meeting minutes, effective teamwork, and stringent time management. My expertise in these areas has not only supported my success in academic and professional endeavors but also laid a solid foundation for my future role as Vice Administrative Executive.

As a teaching assistant in the Chinese Flagship Program at the University of North Georgia, dispatched by the Taiwanese Ministry of Education, I was responsible for providing regular updates to colleagues and supervisors about weekly teaching situations, encountered challenges, and course implementations. We maintained a systematic process for meeting minutes, where I or a team member would compile the key points and decisions and then upload these records to OneDrive for immediate team access. This practice not only enhanced our communication efficiency but also ensured the integrity and traceability of information. My role in developing and managing a unified file storage and archiving system significantly supported the educational project's smooth operation. These experiences have equipped me with the essential skills for a Vice Administrative Executive, ensuring I can oversee the efficient and regulated operations of GPSS.

I was also responsible for creating tutoring materials in the Chinese Flagship Program at UNG. There was an incident where my diligence was misinterpreted as negligence by my direct supervisor. This misunderstanding underscored an important lesson about the necessity of regular updates, not just independent work. To address this and restore trust, I made it a priority to detail my progress and showcase completed materials during our routine weekly one-on-one meetings. I also maintained detailed work logs and drafts, which demonstrated my commitment and emphasized my professional capabilities and work ethic. These

consistent efforts not only clarified the misunderstanding but also reinforced the importance of regular communication in building and maintaining trust within a team.

While pursuing my Master's degree in Chinese Language Teaching at National Chengchi University, I meticulously managed a demanding academic and teaching schedule. I utilized a detailed time management system using calendars to organize my weekly tasks. This system involved scheduling my academic responsibilities and teaching activities efficiently, allowing me to prioritize my workload by importance and urgency. This structured approach not only enabled me to excel academically, maintaining a high GPA of 3.9, but also to perform successfully as a teaching intern.

As a candidate for Vice Administrative Executive, I am committed to fully embracing the responsibilities of this role. Leveraging my experience with accurate meeting documentation, effective teamwork, and rigorous time management, I plan to enhance these skills to improve our team's operational efficiency. I will maintain the highest standards in all meetings and administrative processes, ensuring detailed record-keeping and transparent decision-making. Additionally, I understand the importance of fostering a supportive and inclusive team culture. Recognizing the value of each team member's contributions, I will actively engage with their ideas and provide necessary resources to help them thrive. By strengthening team relationships, I aim to create a more collaborative and efficient work environment.

Through these efforts, I am dedicated to effectively fulfilling the duties of the Vice Administrative Executive and significantly contributing to the long-term success of our team and institution.