

Mei Shan Sit

Administrative Services Manager

Mei Sit joined ITAC in October of 1997 in the position of Administrative Assistant, and in 2000, after demonstrating a high degree of dependability and the ability and desire to take on additional responsibilities, she was promoted to Administrative Services Manager.

In her present role, she is responsible for overseeing the front office including delegating work to the Administrative Assistant and Receptionist, keeping the client company files in order, and working with the Marketing Department on the coordination of mailings, and keeping inventory of collateral materials.

Mei also serves as the Referral Manager, creating and editing company profiles and assigning referrals through the Computer Information System. In addition, she functions as the Project Coordinator, processing all proposals including issuing project numbers, entering proposals that come back signed, processing completed projects and sending out Customer Satisfaction Surveys.

She is a graduate of the Drake Business School, and has an Aromatherapy Certificate License from Christine Valmy School in NY.