



Linda Su

Administrative Assistant

lsu@imec.org

Phone: 309.740.8563

Fax: 309.677.3289

***“ To know that you do
not know is the best.
To think you know
when you do not is
a disease. Recogniz-
ing this disease as a
disease is to be free
of it. ”***

– Laozi

Responsibilities

As an IMEC Administrative Assistant, my role is to help IMEC fulfill its mission by providing high level support to the whole organization. I work closely with our President, our leadership team, as well as our field team to achieve excellence and continuous improvement. With a passion for non-profit, and a broad industry experience in Healthcare, Government, and Higher Education; my role at IMEC allows me to take on a variety of fun, challenging, and fulfilling work. In addition to the administrative responsibilities, I manage multiple projects of different sizes, conduct research and analysis, and take part of various nurturing opportunities. At IMEC, I get to help change the lives of others while allowing for tremendous personal growth.

Qualifications

- Master of Business Administration Candidate at Bradley University
- Post Graduate Certificate in Research Analyst from Georgian College
- Master of Arts in East Asian Studies from University of Toronto
- Bachelor of Arts in Economic & East Asian Studies from University of Toronto