

Jeong Sae Hoon

Email: jeongsaecheon013@gmail.com

Mobile Number: +65 8399 5201

Linkedin: <http://www.linkedin.com/in/sae-hoon-jeong-329661283>

EDUCATION

Apr 2023 – Current
(Graduating in May 2026)

**Diploma in Business (Specialisation in International Trade and Entrepreneurship),
Temasek Polytechnic**

Completed modules in:

- ❖ People Management
- ❖ Professional Communication
- ❖ Business Technology & Analytics
- ❖ E-Commerce & Digital Marketing
- ❖ Enterprise Resource Management

Jan 2019 – Dec 2022

GCE 'O' Level Certificate, Bartley Secondary School

Obtained 7 credits

SKILLS

Technical/Domain
Skills

- ❖ Competent in utilizing data analysis tools and software. Gathered and organized data to provide insightful visuals and recommendations on the company with Excel and Power BI for a group project.
- ❖ Proficient in creating and managing E-Commerce websites. Came up with and handled an E-Commerce website primarily focused on selling cookies and such related items for an individual project.
- ❖ Efficient in handling enterprise resource management systems. Made use of enterprise resource management systems such as SAP to compile and manage data for a group project.

Generic Skills

- ❖ Showed great attention to detail when closely examining whether the dishes were allowed to be served during service.
- ❖ Portrayed healthy time management when consistently reporting to work in a timely manner and taking responsibility in calendar management.
- ❖ Displayed a strong sense of adaptability when new dishes were placed on the menu, and I had to relearn how to cook and prepare them.
- ❖ Presented a high level of communication ability when working together as a team in the kitchen to ensure both smooth and quick execution.
- ❖ Experienced in working closely together as a team during service at peak hours, leading to efficient kitchen operations.

WORK EXPERIENCE

Dec 2022 – May 2023

Assistant Chef

Gusto X Pte Ltd

- ❖ Carried out service in a professional and timely manner.
- ❖ Consistently met and maintained the hygiene standards of the kitchen.
- ❖ Communicated and worked closely together as a team to quickly execute tasks such as Mis En Place, service, and closing.

Mar 2024 – Apr 2024

Salesperson

Stone for Gold Pte Ltd

- ❖ Formulated excel sheets on direct competitors to analyse and provide recommendations on areas of improvement.
- ❖ Arranged business meetings such as interviews, potential partnerships, and networking events with Google calendar.
- ❖ Provided excellent customer service by consistently engaging with them and checking up on them after their purchase.
- ❖ Took advantage of leads and successfully converted them into sales.

CO-CURRICULAR ACTIVITIES

2019 – 2022

Member

MERIT Club

Assisted in audio and visual operations for school events such as morning assembly, Chinese New Year celebration, Teacher's Day etc. I also underwent training for coding simple games and participated in various coding competitions as a representative of Bartley Secondary School.

2023 – Current

Sub – Committee Member

Business Studies Club

Participated in "An Extra Ordinary Celebration" and helped with the packing of goods, assisting the children with their performances, along with supervising them as well.

Sub – Committee Member

Spacehaus

Handed out flyers and actively engaged with students to convince them to apply for Spacehaus.

REFERENCES

Janice (Manager at Gusto X Pte Ltd): +65 9180 5275

Oscar (Sales and Marketing Manager at Stone for Gold): +60 11-3661 2558