Jeong Sae Hoon

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| **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 | |