

CHIN NI LEOW (JEANINE)

CONTACT

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PERSONAL STATEMENT

ACCA graduate seeking for a job that allows me to learn new skills and meet new people.

WORK EXPERIENCE

Bodhi Restaurant

December 2017 - Present

Section Waitress

Bodhi is a high volume fast paced vegan restaurant that serves Yumcha for lunch and A La Carte for dinner.

My duties generally involve:

- Welcoming and seating customers upon arrival
- Presenting food (yumcha) to customers and ensuring a wide variety of foods have been offered
- Taking customer orders (a-la-carte)
- Explain the food ingredients to customers and liaise with chef to accommodate special dietary requirements
- Table setting and clearing
- Processing payment

Motown Coffee Brewers

June 2017 - November 2017

Waitress

Motown is a busy cafe in CBD. Duties involve:

- Greeting customers upon arrival in our cafe and taking orders
- Delivering food and beverages
- Clearing Tables

Bavarian Bier Cafe

March 2017 - June 2017

Food Runner

Duties involved:

- Worked as a "Pass Master" to ensure all the foods are being sent out correctly and on a timely basis
- Ensure the hot pass station is clean and tidy
- Refill the sauce bottles
- Polishing cutlery

Muffin Break (Miranda)

December 2016 - February 2017

Wait Staff / Cashier

Duties involved:

- Taking coffee orders and payment

- Making cold drinks
- General cleaning
- Restock

EDUCATION

**Association of Chartered Certified Accountants
(ACCA)**

July 2013 - June 2016

Sunway University

EXTRA CURRICULAR ACTIVITIES

- Volunteered at the Australian Financial Review Business Summit and the Sydney Festival 2017
- Achieved Gold Award(57 hours) through service to the Sunway Student Volunteers club (2015-2016)
- KPMG's Zoo Negara Volunteer Program (July 2015)
- Corporate Social Responsibilities Events (October 2013)

KEY SKILLS

- Ability to work in teams and individually
- Ability to work under pressure
- Hardworking and eager to learn

MISCELLANEOUS INFORMATION

Languages: English, Mandarin, Hokkien, Cantonese, Malay

Certification: Responsible Service of Alcohol (RSA)