

ANSON YIP ANN YEE

CONTACT

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SKILLS

Microsoft Suite

Customer Service

Organisation

EDUCATION

Bachelor of Arts

University of Melbourne

2019-2022

Double Major in Psychology and Media & Communications.

Weighted Average Mark (WAM) : 70

October Fast Track Foundation Studies

Trinity College

2018-2019


Psychology, Philosophy, Media Studies.

Weighted Average Mark (WAM) : 86

LANGUAGES

English 

Malay 

Mandarin 

PROFILE

As a fresh Psychology and Communications graduate from the University of Melbourne, I am hoping to gain experience within my field of expertise in order to familiarise myself with these industries as well as acclimate myself to a full-time working lifestyle. Aside from these areas, I am also deeply interested in Web Development and Design, which I hope to learn more about during this period of my life. All in all, I would consider myself an eager learner no matter the position I am in.

WORK EXPERIENCE

Remote Researcher

WK Consortium 2022 - ongoing

- In charge of conducting market research and evaluating pre-existing properties, potential development opportunities, and upcoming development projects.
- Re-evaluating existing or ongoing development projects to enhance productivity or reduce costs.
- Meeting with business management to discuss any interesting findings.
- Resolving any issues that arise with projects.

Front-of-House Staff

Lupa Cafe & Lounge 2020 - 2022

- In charge of all-rounder front-of-house staff duties: serving customers, maintaining restaurant hygiene and order, arranging table seating for reservations, and setting or closing up the restaurant.
- Required to spill each table the sequence of service, explain each dish on the menu, and take orders.

Retail Assistant

QRated Store 2021

- In charge of basic retail assistant duties: merchandising, maintaining stock, balancing cash registers, and setting or closing up shop.
- Arranged online order shipments: packaging, labeling, and quality assurance.
- Requested to participate in commercial photoshoots to be used for the brands' online website and social media pages.

Administration Assistant

WK Consortium 2019 - 2020

- In charge of the company's daily operations: filing, answering phone calls, preparing documents for meetings or to be faxed/ emailed, and managing calendars.
- Frequently in charge of creating spreadsheets, presentations, and drafting letters for the office.

VOLUNTEERING EXPERIENCE

Language Tutor

Elmhurst Primary School: Somerset, England

2017 - 2018

- Taught Mandarin to students in Years 1 - 6.
- Organised foreign language speaking events for the school.

Stewardess

Wells Food Festival: Somerset, England

2018

- In charge of patrolling the event in order to ensure the safety and order of vendors and attendees.
- Assisted in the setting up and cleaning for vendors and the area.