

YEOW JING JONG

No. 8, Jalan SS2/46, 47300 Petaling Jaya, Selangor Darul Ehsan

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Fourth year Chemical Engineering Undergraduate Student with a strong academic knowledge on thermodynamics and process design. Able to perform solid multitasking abilities and communicate decently. Actively involved in extracurricular activities which build up good interpersonal skills. Recognized as a passionate leader to produce quality teamwork attribute.

Education & Key Competencies

Bachelor of Chemical Engineering (Hons.) | (CGPA: 3.500), Monash University Malaysia

- Heat & Mass Transfer
- Material & Energy Balance
- Process Material Selection
- Process Control
- Thermodynamics 1
- Process Design
- Advance Engineering Mathematics
- Chemistry & Chemical Thermodynamics
- Sustainable Processing
- Separation Processes
- Engineer in Society

Working Experience

Turcomp BMB Sdn Bhd - Internship

Nov 2018 – Feb 2019

Engineering Trainee

- Assisting the Senior Engineer / Manager in Engineering Application
- Assisting the Senior Engineer in Sales & Marketing of Instrumentation & Automation Systems, Process Automation Solutions and other product lines of the company
- Assisting the Senior Engineer in Customer services which include daily operational activities, field supporting works and customer support activities
- Assisting in Tender Preparation & Project Co-ordination

Acer

Jun 2018 – Jun 2018

Event Crew

- Carried out station games along with redemption gift for customers
- Conducted flash sales event for a huge crowd

Marks & Spencer

Dec 2017 – Jan 2018

Retail Assistant

- Performed product explanation to customers
- Assisted in stock checking while conducted clipping of sensor tag for the product

myBurgerLab

Apr 2016 – Jan 2017

Kitchen Crew and Front-of-House Service

- Carried out food preparation in multiple aspects include cooking and assembling.
 - Served customers by delivering food and assisted in inquiries.
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Extracurricular Involvement & Volunteering Activities

Safety and Operation Coordinator, Chem-E car competition (2018-2019)

- Organized safety protocols for all the team and kept track of the activities carried out by each team to ensure the safety of all individuals.
- Understand the chemical usage for each team's mechanism and performed purchases of chemicals.

Subcommittee, IChemE Student Chapter Monash University (2018)

- Assist the main committee in organizing activities for the club and aid in recruiting new members

Crew member, Cherish Life Animal Shelter (2018)

- Volunteered in the bathing activity for shelter dogs and assisted in cleaning the compound.

Frisbee Captain, Monash Cup (2017)

- Led a team of 16 to participate in the yearly Monash Cup Frisbee sector representing 'Culebre House'.
- Organized weekly practices including booking of field and training schedule.

Troop Leader for 9th Petaling Scout Troop, Catholic High School (2014)

- Led a team of more than 70 scouts to practice leadership, organizing and survival skills.
- Organized weekly meeting among committees to perform self-development activities for members.
- Communicated with teacher advisor to obtain approval for activities including camps and meetings.

Skills & Strengths

Communication Skills – Able to speak effectively and clearly between members within the period of conducting a club along with organizing activities.

Analytical Skills – Able to perform critical thinking and common sense during the execution of a task.

Leadership Skills – Able to lead a group in various activities, highly effective in tasks distributions, teamwork and motivation towards a common goal.

IT Skills–MS Excel | MS Word | MS PowerPoint | MS Visio | Aspen Plus | AutoCad |

Language Skills – Excellent English | Excellent Mandarin | Excellent Malay | Excellent Hakka | Fair Cantonese

Recognition & Awards

- Awarded First Runner-Up in Monash Cup 2019 (Frisbee)
- Awarded Champion in Malaysia University Ultimate Championship 2018 (Frisbee)
- Awarded Champion in Internal Chem-E car competition (2018)
- Awarded First Runner-Up in Malaysia University Ultimate Championship 2017 (Frisbee)
- Awarded First Runner-Up in Monash Cup 2017 (Frisbee)

24 August 2018

TO WHOM IT MAY CONCERN

This letter serves to introduce the following student who is currently enrolled in the **Bachelor of Engineering in the field of CHEMICAL Engineering** course at the Monash University Malaysia.

STUDENT ID	SURNAME	GIVEN NAME	Passport / NRIC
27374351	YEOW	JING JONG	971212565719

Monash University fully endorses the requirement, imposed by various Professional Engineering Institutions around the world for an obligatory period of **approved work experience** within an Engineering Organisation before the engineering degree can be conferred. For Monash University that period of time is **12 weeks** and it is usually undertaken during the 'summer' vacation (mid-November to February).

The objective of the industrial training is to allow the student to gain first-hand knowledge of the practice of **engineering** and to acquire the relevant skills and experiences. During the industrial training, the student should work under the supervision of a qualified engineer. Satisfactory completion of the industrial training requirement will be determined on the basis of feedback from your esteemed organisation and a formal report by the student upon conclusion of the work experience

The University has purchased a Student Group Personal Accident policy for all its enrolled students. The insurance coverage for this policy is listed in **Attachment 1** of this document.

We note that all employers/companies have a duty of care for all students who work as trainees/interns.

For international students, we advise that Malaysian law and regulations (including visa conditions) permit international students to undertake work experience as a required/compulsory component of the course of study. Please note that the relevant regulations place various constraints on international students taking on paid employment. Organisations that provide places for industrial training should be cognizant of and adhere to relevant regulations and guidelines. Please note that the University will inform the Immigration Department regarding all international students undertaking approved internships.

I would be grateful if you would provide a copy of the offer letter for the student to **Dr Lee Chern Leing** Industrial Training Advisor for **CHEMICAL Engineering**, should a place of industrial training be offered to the student. Please contact the Industrial Training Advisor at **03-55159699** or email: **lee.chernleing@monash.edu** and provide the necessary feedback at the end of the industrial training.

I trust that you will be able to provide appropriate engineering work experience for this student and hope your Organisation and the student will find the time spent together to be beneficial and productive.

Yours sincerely,

fMageswari

Professor Anthony Guo
Head, School of Engineering
Monash University Malaysia