



Lai Ee Chan (Priscilla)

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Objective

To initiate my career at a workplace where my employer could benefit from my dedication, friendly personality and hardworking spirit and secure a position that will provide challenges, experiences and skills.

Education and Qualifications

- | | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2007 - July 2011 | Bachelor of Business (Marketing) / Arts (Languages)
Monash University (Melbourne, Australia)
Major: Marketing and Korean
Due For Completion: July 2011 |
| 2010 – Feb 2011 | Korean Language Level 2 (3 units)
Seoul National University (South Korea) <ul style="list-style-type: none">• Awarded with Certificate of Excellence |
| 2006 - 2007 | Victorian Certificate of Excellence (VCE)
St. Catherine's Girls School (Melbourne, Australia) |
| 2003 - 2005 | Singapore – Cambridge GCE O' Level Certificate
Woodlands Secondary School (Singapore) |
| 1995 - 2002 | Ujian Pencapaian Sekolah Rendah (UPSR)
Sekolah Kebangsaan Sri Tebrau <ul style="list-style-type: none">• Awarded with full subjects' distinctions |

Career Goals

- To apply the knowledge of my degree (Marketing and Languages) in the job.

- To be the professional marketer that can perform the best performance for the company.
- To have an opportunity to cooperate and be the best coordinator for the company.

Skills Summary

- Good communication skills (Both written and oral)
- Excellent interpersonal skills
- Ability to work in team
- Good at multitasking
- Initiative, Enthusiastic, Persuasive
- Able to work under pressure
- Responsible
- Passionate in marketing, advertising and events' areas

Computer Skills

- Microsoft Offices
- Internet and Email

Language Skills

- English – Native language
- Bahasa Malaysia – Native language
- Chinese (Mandarin) – Listening, Speaking, Writing
- Chinese (Cantonese) – Listening, Speaking
- Korean – Listening, Speaking, Writing
- Japanese – Listening, Speaking, Writing

Employment History

1st Nov 2006 –
31st Jan 2007

Administration Clerk
Wawasan Tebrau Sdn Bhd (Malaysia)

Responsibilities

- Gathering, compiling and organizing all the data and documents pertaining the import and export of raw materials and sales products respectively for preparation of documents and forms that required for submission to custom in accordance with the local authorities statutory and regulations.
- Assigning with the task to liaise with the suppliers and forwarded agent to ensure the correctness and accuracy of the documents provided by them.

Experiences gained:

- Experienced in oral and written communication skills with the suppliers to the

- end users and governments.
- Skilled in use of Internet and software applications (Microsoft Offices).

**1st March 2007 –
31st May 2007**
Responsibilities

Secretary
Great Zhong Ar Trading Sdn. Bhd (Malaysia)

- Coordinating and supervising the office admin with the Managing Director.
- Scheduled and managed communication and coordination to maintain efficient office operations.
- Prepared and booked flights and hotels for company's suppliers, customers and directors.

**1st May 2011 –
5th July 2011**
Responsibilities

Waitress
Poppy Thai Camberwell (Melbourne, Australia)

- Responsible for taking orders, serving F&B, collecting payments, presenting menu to customers.

Professional Development

6th April 2011 **Coffee Making for Hospitality**
Monash Short Courses Centre

6th April 2011 **Latte Art**
Monash Short Courses Centre

20th May 2011 **Cocktail Making**
Monash Short Courses Centre

Referees

Michelle Tung
Financial Controller
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