



Chong Sze Chia

28 Jalan Dedap 45 Taman Johor Jaya 81100 Johor Bahru Johor.

TEL : +60197000372 **E-MAIL :** cscsylvia@yahoo.co.jp

OBJECTIVE

Any position is considered an opportunity to improve myself in all aspect of life, may it be related to my studies or otherwise. "Journey of a thousand mile starts with a step."

EDUCATION

Secondary School: *January 1998 – December 2002*
SMK Sultan Ismail

University (Bachelor Degree): *May 2004 – April 2007*
Tunku Abdul Rahman University Faculty of Accountancy and Management Bachelor of Business Administration (Honours) CGPA: 3.2 Second Class Honours (Upper Division)

Japanese Language School: *October 2007 – March 2009*
Shukutoku Language School – Japan

University (Master Degree): *April 2009 – March 2011 (Expected)*
Graduate School of Musashino University Graduate School of Human Sciences and Culture Major in Language and Culture

Related course work: Business Japanese Conversation • Business Japanese Writing • Business Japanese Reading • Business Japanese Information Processing • Japan Corporate Cultural Study • Assignment (Final year report)

SKILLS

Language

Native Mandarin speaker. Business level in English. Moderate speaker of Malay and Japanese

Technology

Have knowledge of PC operation, internet and e-mail. Proficient in Microsoft Office.

QUALIFICATIONS

- TOEIC 955 (July 2008)
- Japanese Language Proficiency Test Level 1 (December 2008)

EXPERIENCE

Part time Job

SGS Malaysia Sdn Bhd

Assisted in report writing and file arrangement

October 2004 – December 2004

MacDonald

Worked in the kitchen, communicate with others in Japanese

April 2008 – March 2009

OTHERS

- **Committee Member of Chinese Orchestra Unit (2006-2007) at the Tunku Abdul Rahman University.**

In this committee I was in charge of taking care of the musical instruments. Being assigned to take charge in a duty is never easy, and in addition to taking care of other people's possession, the duty was a burden. Through the one year of experience I have slowly developed my leadership skill and taking care of people's possession..

- **Photographer of the Chinese Orchestra Concert.**

As well as being in charge of the musical instruments, I was later on given another duty of being a photographer of the Chinese Orchestra for their final concert. Since I felt I had an artistic point of view which I think can be beneficial to the committee I volunteered for the duty, which I found later to be a success.

- **Treasurer of the Orientation Registration, Campus Tour & Mass Call (January 2006) at the Tunku Abdul Rahman University.**

As the treasurer of the Orientation Registration, Campus Tour & Mass Call at my previous university, I have the opportunity to optimize my financial skills. This opportunity allows me to apply the theoretical methods to practical use, which was very educational to me.

- **Committee Member of Drama and Public Speaking Society (2005-2006) in Tunku Abdul Rahman University. Treasurer of Public Speaking Competition 2006**

As the treasurer for the public speaking competition, not only was I able to make use of my financial skills I was also able to acquire some of the public speaking skills exchanged between meetings.

- **Translator in church (2009)**

Being a Christian I attend church every Sunday. During this day, I am blessed with the gift of happiness and the opportunity to exercise my interpreting skill. As one of the church member my job was to translate to the non-Japanese Christians the words of the pastor from Japanese and English to Mandarin.

- **Large social network**

As a Christian, my other Christian friends and I are brought up to pray for each other, thus creating a strong bond. Being in an international Christian house, I have created many strong bonds which I still make contact now.

- **Optimistic person**

Every cloud has its silver lining. I believe everyone should be given the chance to grow. Just like a bean soiled underneath the ground it needs the first drop of water for its leaf to rise above the ground. I have faith in everyone.