

# Mariana Jong (Hannah)

✉ [hannahjong1@gmail.com](mailto:hannahjong1@gmail.com)

☎ +65 93670090

📍 Singapore

## KEY SKILLS

- Administration
- Shipping docs
- Communication
- Documentation
- Microsoft Office
- Product Development
- Research
- Project management

## EDUCATION

### University for Applied Sciences Hamburg, Germany

- Degree in Chemical Engineering

### SMAK Kolese St Yusup Malang, Indonesia

- GCE 'A' Level

## PERSONAL SUMMARY

Resourceful **Shipping /Admin Executive** , experienced in admin, shipping, documentation, sales, sourcing and purchasing test materials and equipment , eager to contribute to team success through planning efficient strategies, attention to detail and excellent organizational skills.

## WORK EXPERIENCE

### THE MAKERS CREATIVE AGENCY PTE LTD PACKING AND DISTRIBUTION AMBASSADOR • Oct 2021

#### Key Responsibilities

- Managed distribution of Antigen Rapid Test kits to the clients.

### BROOKLYN ENTERPRISE PTE LTD TRADE AND SHIPPING EXECUTIVE •Nov 2018 – March 2021

#### Key Responsibilities

- Managed necessary documents to ensure smooth and timely shipping operations.
- Handled and prepared shipping documents (eg: BL/billing of lading, delivery order, arrival notice, invoice and others).
- Liaised with banks on preparation, issuance and negotiation of Letters of Credits.
- Coordinated and liaise with customers, shipping companies and suppliers to ensure smooth delivery of shipments.

### AIBI INTERNATIONAL PTE LTD RETAIL SALES ASSOCIATE • Jan 2018 – Aug 2018

#### Key Responsibilities

- Sold and promoted sports equipment.
- Generated brand awareness and positive product impressions to increase sales.
- Helped customers find what they are looking for in store got them to make purchases by explaining how the product would benefit them.

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## QUALIFICATIONS AND CERTIFICATES

- Manage International Marketing Programs 2018
- Display Critical Thinking and Analytical Skills 2018
- Leadership and People Management 2017

## PC and LANGUAGE SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Outlook
- Adobe Acrobat XI Pro
- English
- German
- Indonesian

### SALES ASSOCIATE (Food and Beverage)

SALUTE CAFÉ MANAGEMENT LLP • Jan 2017 – Dec 2017

#### Key Responsibilities

- Promoted sales items.
- Prepared food according to standard/modified recipes.
- Maximized efficiency of the working stations for cooking process.
- Maintained clean, trash-free workspaces to maximize productivity and safety.

### YENOM PTE LTD

SENIOR TECHNICAL ENGINEER • Sept 2013 – Oct 2015

#### Key Responsibilities

- Managed all aspects of day-to-day operations in Technical Department.
- Led Technical Engineers team in delivery of waterbased labels projects.
- Provided technical support to sales team .

### TESA TAPE ASIA PACIFIC PTE LTD

SNR RESEARCH AND DEVELOPMENT ENGR • July 2007 – Apr 2011

RESEARCH AND DEVELOPMENT ENGINEER • April 2001 – Jun 2007

#### Key Responsibilities

- Managed new product development projects.
- Provided office-wide product knowledge support and training.

### TESA TAPE ASIA PACIFIC PTE LTD

ADMIN EXECUTIVE • Oct 1999 – March 2001

#### Key Responsibilities

- Provided secretarial support to VP R&D Department.
- Managed Documentation of the R&D department.
- Sourcing , purchasing of laboratory material test and equipment.
- Responsible for R&D office administration including managing office and laboratory equipment and supplies.
- In charge for equipment maintenance, sample products and documents shipping, office bills and errands.
- Worked with the relevant teams to coordinate and execute internal events, such as company events.
- Prepared meetings and reports.