



Ang Lynn, Mavis

Real Estate Associate

Based in the Program Management Office in JLL@Google, she has been involved in the roll out of regional initiatives across different program verticals namely Operations, Space Planning, Vendor and Procurement Management, Technical Services as well as Sustainability.

Contact

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Education

2017-2021

**Project & Facilities Management
with a Minor in Communications
and New Media**

National University of Singapore

Aug - Dec 2019

Student Exchange

University of British Columbia

Dec 2018 - Jan 2019

International Winter Campus

Korea University

Certificates

- Data Analytics Bootcamp
Vertical Institute | Issued June 2022
- Certified Practitioner of Human
Centred Design
LUMA Institute | Issued Jan 2022
- Introduction to User Experience Design
Smartcademy | Issued Jul 2020

Experience

Oct 2021 - Present

Jones Lang LaSalle Property Consultants

Real Estate Associate - Account Management

Attached to the Program Management Office team in JLL@Google account. Rotated with:

Program Management Office

- Supported regional roll-outs such as RTO across APAC
- Created internal marketing and branding materials using variety of tools such as gmail templates, canva, google sites and genial.ly
- Collated key stats for high level client reporting
- Support different program verticals & related initiatives

Events & Operations

- Assisted in RTO Preparations
- Supported on-site events coordination (~100 events per month during risk level 3)
- Migrated critical event information from old tracker to new APAC tracker
- Create workflow guide for events in SG

Space Planning

- Supported implementation of Smartsheet across the team
- Conducted sessions with occupancy planners for tool walk through
- Self-initiated and created a refresher guide for OPs to navigate Smartsheet more meaningfully

Vendor & Procurement Management

- Created and consolidated vendor declaration of compliance documents across APAC
- Coordinated procurement of 45 customised plaques for internal vendor town hall
- Refined Ethics Reporting playbook, and Procurement playbook
- Hosted 3 Vendor Town Halls

Technical Services & Sustainability

- Mapping of light assets in SG-SIN-MBC2 campus
- Created APAC tracker for OPEX forecast
- Lead coordinator for light replacement exercise (LED Upgrade) in SG-SIN-MBC2 campus
- Conduct high level evaluation for economic feasibility

May - Aug 2019

CapitaLand

Marketing & Communications Intern

- Created an advertising kit for ad spaces to generate mall revenue
- Ensured effective operation and administration of ad panels which raised sales revenue for tenants
- Designed attractive content for media wall panels, digital panels and website to strengthen the brand position and identity of a new mall
- Facilitated and executed the voucher and goodie bag redemption process for 300 customers as a marketing strategy on Fnans Opening
- Collaborated with internal and external parties such as JCDecaux to manage marketing assets to enhance mall image and increase footfall
- Maintained relationships with tenants through effective communication and distribution of mall information
- Conceptualised indoor cycling path usage guidelines, reviewed mall signages and bike hub shower facilities with the Operations Team to ensure a cohesive customer experience and yield higher visits to the mall