

Personal Particulars

Name: Lim Shu Mei (Cindy)
Gender: Female
Date of Birth: 01/01/1984
Marital Status: Single
Nationality: Singaporean

Contact Information

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JobsFactory Apartments, Singapore 123456

Career Objective

To pursue an editorial career in a company that offers opportunities for professional and personal growth

Education

Bachelor of Communication Studies 2005 - 2009

JobsFactory University, BrightMinds School of Communications

Major: Journalism

Honors: 2nd Class (Upper)

GCE 'A' Levels 2003 - 2004

BrightMinds Junior College

GCE 'O' Levels 1999 - 2002

BrightMinds High School

Working Experience

• BrightMinds Newspaper Jan – Jun 2008

Editorial Intern

- Wrote and edited numerous articles, mainly for the entertainment beat.
- Attended press conferences and interviewed personalities from a wide range of industries.
- Helped to manage the Facebook and Twitter accounts of the newspaper.

• JobsFactory Department Store Jun – Aug 2006

Customer Service Assistant

- Provided customer service in a retail outlet that sees a few hundred customers daily.
- Handled general enquiries and refund requests

Voluntary Work

• JobsFactory Conference Liaison Officer Jun 2007

- Assisted with crowd control efforts over a 3-day event
- Responsible for arrival of foreign delegates

Past Achievements

• JobsFactory University Final Year Project Nov 2009

- Published a book about offshore islands in Singapore
- Extracts from the book were published by BrightMinds Newspaper in a 2-page spread