

# Lucas Ting

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## EXPERIENCE

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**Melbourne Exhibition and Convention Centre – South Wharf, Melbourne** 06/2022 – 10/2023

*Casual Food and Beverage Attendant role*

- Handled and provided customer service.
- Took precise food and beverage orders from customers including dietary requirements.
- Worked collaboratively with kitchen staff and other team members to ensure smooth and efficient service.
- Maintained a clean and organized environment.
- Effectively resolved customer complaints and issues to ensure a positive experience.

*Retail*

- Assisted in visual merchandising and product displays.
- Participated in inventory control and restocking shelves when needed.
- Processed customer transactions accurately and efficiently while adhering to cash handling policies of the company.

**Cold Chain Solutions Sdn Bhd – Selangor, Kuala Lumpur** 01/2021 – 02/2021

*Office Assistant / Intern*

- Gathered data and prepared materials for corporate meetings.
- Proofread and edited documentation to alleviate errors prior to distribution.
- Answered phone calls and emails and assisted with other clerical duties.
- Updated customer information in database.

**Endless Fantasy Translations - Kuala Lumpur, Malaysia** 09/2021 – 01/2022

*Translator and Editor*

- Leveraged cultural background knowledge to understand idiomatic meanings of specific expressions.
- Cross-referenced dictionaries and thesauruses for slang and nuanced terminology.
- Created glossaries and terminology databases to produce translations.
- Translated client documents between languages.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Reviewed and updated translations to conform to contemporary trends and developments.
- Verified accuracy by double-checking translations of technical terms and terminology.

## EDUCATION

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**Sri Sempurna International School Year 11 – Cheras, Kuala Lumpur**

*Graduation 2019*

**Royal Melbourne Institute of Technology – CBD, Melbourne**

*Expected Graduation 2024*

Bachelor of Informational Technology

## SKILLS

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Programs Java, XML, MS Office,

Certifications Responsible Service of Alcohol (RSA), Working with Children Check (Volunteer)