

## WONG WEI JUNG

4, Jalan USJ 14/1D, 47630 Subang Jaya, Selangor.

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### Education

Taylor's University Lakeside Campus	2015 – Present
➤ Bachelor of Mass Communications (Public Relations and Marketing)	
Sunway College	2013 - 2014
➤ Foundation (Monash University Foundation Year)	
SMK USJ 8	2008 – 2012
➤ Sijil Pelajaran Malaysia (SPM)	

### Experiences

Manna House Learning Centre & Kiwanis Taman Connaught	2016
• Community Service Programme	
EPIC HOMES Advance Builder Course – Participant	2015
Prudence Foundation Kelantan Rebuilding Mission – Volunteer	2015
Sunway Le Cordon Bleu Malaysia – Administrative Data Entry	2015
Sunway College MUFY Sharity Carnival – Volunteer	2014
Sunway Pyramid G2000 – Part Time Sales Associate	2014
OTC Construction Sdn Bhd. – Procurement Trainee	2013 – Present
Program Latihan Khidmat Negara (PLKN) Dorm Captain	2013
Project TrEES – Participant	2011
Bowling Club – Treasurer	2011

### Skills

Languages proficiency	Malay	■■■■□□
	English	■■■■■□
	Mandarin	■■■■□□
Computer software knowledge	Microsoft Word	■■■■■□
	Microsoft Excel	■■■■□□
	Adobe Photoshop	■■■■■□
	Adobe Illustrator	■■■■□□
	Adobe Dreamweaver	■■■■□□
	Google Docs	■■■■■□
Familiar with documentations		
Self-driven, aggressive, dynamic and result oriented		