

Cynthia Lee



Part Time Event/Marketing Executive (4 months)
Asia Arts & Culture Pte Ltd

☎ (+65) 92218803 | ✉ cynthiale91@hotmail.com | 💰 SGD 2,800 | 📍 Singapore

Experience

12 years of total experience

Sep 2018 - Dec 2018
4 months

Part Time Event/Marketing Executive
Asia Arts & Culture Pte Ltd | Singapore, Singapore

Industry	Entertainment / Media
Specialization	Advertising/Media Planning
Role	Management
Position Level	Non-Executive

Jun 2018 - Aug 2018
3 months

Part Time Retail Assistant
DRESSABELLE PTE. LTD. | Singapore

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Sales Executive
Position Level	Fresh / Entry Level
Monthly Salary	SGD 700

- Customer service

- House keeping

- Retail Duties

- Cashiering

- Inventory

- Any other ad-hoc duties assigned by the management

Jan 2018 - Mar 2018
3 months

Freelance Videographer
Heartlands Agency Pte Ltd | Singapore

Industry	Advertising / Marketing / Promotion / PR
Specialization	Advertising/Media Planning
Role	Media Planning
Position Level	Non-Executive

Taking up projects from the company that they work with different clients for media advertising.

- Pre production planning

Planning out ideas and proposing to client for approval.

Includes finding locations, talents and props.

- Production

Camerman on set

- Post production

Editing videos for the client through rough cut, and to final output.

Paid by per project.

Feb 2016 - Feb 2018

2 years 1 month

Sales Co-ordinator

Marubeni Asean Pte Ltd | Singapore, Singapore

Industry

Others

Specialization

Logistics/Supply Chain

Role

Logistics

Position Level

Fresh / Entry Level

- Preparation of shipping documents, vessel scheduling.

- Checking shipping documents that include letter of credit, bill of lading, certificate of origin and etc.

- Liaise with Supplier / Buyer through emails in regards of shipping documents and vessel scheduling.

- Using SAP system to create to customers, contracts and posting.

- Arranging payment for commission and ocean freights through SAP.

- Filing of documents

- Any other ad-hoc assigned by manager

Aug 2015 - Dec 2015

5 months

Shopping Ambassador

DFS Group Limited | Singapore, Singapore

Industry

Retail / Merchandise

Specialization

Customer Service

Role

Customer Service - General

Position Level

Fresh / Entry Level

Monthly Salary

SGD 1,800

- Responsible for establishing and building strong relationships, providing the highest quality and outstanding personalized service, individual pride, and ultimate shopping experience to customers.

- Bringing customers to shop within and across all 3 Terminals in Changi Airport, introducing to each and every customers the various brands/stores for an unparalleled seamless shopping experience.
- Report to the Product Sales Managers and work closely with Team Leads, Sales Associates to delight and surprise customers with an enhanced shopping experience that sets the example of excellence in luxury service.
- To build rapport through conversing with customers to understand their lifestyle, brand and merchandise preferences and general likes/dislikes.
- To support the sales team in existing transactions and seek opportunities to extend the relationship with each and every customer to other stores in Changi Airport.
- To accompany customer from store to store to address their shopping preferences and needs. Present products and services to customers by exercising quality knowledge so as to gain customer's confidence and trust.
- To enhance the shopping experience at Changi Airport through recommending key services and facilities.

Apr 2015 - Jun 2015
3 months

Part Time Store Support

Hugo Boss South East Asia Singapore | Singapore, Singapore

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Others
Position Level	Fresh / Entry Level

JOB DESCRIPTION

- * Customer service
- * Attend to walk in customers
- * Retail Duties
- * Inventory
- *Store support
- * Other ad hoc store duties as per required

Jun 2014 - Dec 2014
7 months

Part Time Retail Assistant

Dreamweave Concept Pte Ltd | Singapore, Singapore

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Cashier
Position Level	Fresh / Entry Level
Monthly Salary	SGD 900

Sep 2014 - Nov 2014
3 months

Marketing Communication Executive

Social Enterprise Association | Singapore, Singapore

Industry	Government / Defence
Specialization	Clerical/Administrative Support
Role	Others
Position Level	Fresh / Entry Level
Monthly Salary	SGD 1,800

Responsibilities:

- Provide office administrative support such as checking mail and answering email, phone and walk-in enquiries
- Provide coordination for every events
Shooting event videos and editings.
Taking photographs during events.
- Process membership applications, update membership management database, generate reports from the system and maintain filing records
- Handle general accounting duties
- Any other duties as assigned by supervisor

Apr 2014 - May 2014
2 months

Production Assistant

Agent 47 | Singapore, Singapore

Industry	Entertainment / Media
Specialization	Advertising/Media Planning
Role	Media Planning
Position Level	Fresh / Entry Level
Monthly Salary	SGD 1,500

Movie name: Agent 47

Project in Singapore

Work as Production Assistant with Location Department and under LINE Producer.

Responsibilities

- Finding Location
- Location recce
- On set helping out
- Sending emails asking for permission to shoot on location
- Helping out LINE Producer with ad-hoc administrative

Oct 2013 - Dec 2013
3 months

Receptionist

Prudential Assurance Company Singapore | Singapore, Singapore

Industry	Insurance
Specialization	Clerical/Administrative Support
Role	Receptionist
Position Level	Fresh / Entry Level

During my job in Prudential Assurance Company Singapore, I was given the duty to attend to walk in clients, calls and etc.

May 2012 - Jul 2012
3 months

Internship

ITE College West | Singapore, Singapore

Industry	Education
Specialization	Education
Role	Others
Position Level	Fresh / Entry Level
Monthly Salary	SGD 900

- Shoot tutorial videos for Digital and Audio Video Production Department.
Pre Production (Plannings, script writing, paper work)
Production (Shoot videos)
Post Production (Editings video and sound to the end product)

- Teaching group of students with the studio equipments.
Sharing experience with students and collaboration to shoot the tutorial videos.

- Any other administrative work assigned by supervisor.

Nov 2011 - Dec 2011
2 months

Temporary Receptionist

Westpac Banking Corporation Singapore

Industry	Banking / Financial Services
Specialization	Customer Service
Role	Customer Service - General
Position Level	Fresh / Entry Level
Monthly Salary	SGD 300

During my job in Westpac Banking Corporation, I was given the duty to attend to walk in clients, check mail and fax and calls.

Jun 2009 - Apr 2011
1 year 11 months

Part-time Receptionist

The Learning Link Education Centre

Industry	Education
Specialization	Clerical/Administrative Support
Role	Receptionist
Position Level	Fresh / Entry Level

During my employment with learning link, I was given the duty to be receptionist. I have also perform the following tasks such as handling cash, customer service. I hope to use my skills in my future career and also to pick new skill to upgrade myself.

2010 - 2011
1 year 1 month

Sales Staff
Takashimaya Singapore Ltd

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Cashier
Position Level	Fresh / Entry Level
Monthly Salary	SGD 200

During my employment with Takashimaya, I was given the duty to be sales staff. I have also perform the following tasks such as handling cash, customer service. I hope to use my skills in my future career and also to pick new skill to upgrade myself.

Dec 2007 - 2009
1 year 1 month

Cashier
Popular Book Company (Pte) Ltd

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Cashier
Position Level	Fresh / Entry Level
Monthly Salary	SGD 0

 Education

2015

Nanyang Academy Of Fine Arts
Diploma in Advertising/Media | Singapore

Major Video Production

2009

ITE Ang Mo Kio
Professional Certificate/NiTEC in Advertising/Media | Singapore

Major Digital Audio & Video Production

 Skills

Intermediate

Video Production, Final Cut Pro, SAP, Microsoft Office

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English	7	6
Mandarin	7	6

JobStreet English Language Assessment (JELA)

Date Taken	29 Aug 2016
Score	34/40

Additional Info

Expected Salary SGD 2,800

Preferred Work Location Anywhere in Singapore, Australia & New Zealand, Anywhere in Japan

Other Information **EDUCATION BACKGROUND**
2004 - 2007 : Chung Cheng High School (Yishun) - GCE N Level

1999 - 2003 : Sembawang Primary School - PSLE

1998 : Jie Min Primary School

COMPUTER KNOWLEDGE

Microsoft Words

Microsoft Excel

Microsoft Power Point

Final Cut Pro

Adobe Photoshop

Adobe Premiere Pro

AVAILABILITY

1 Week

About Me

Gender Female

Age 27 years

Address Singapore, Singapore

Nationality

Singapore