



# KHOR JIA ERN, ADELINE

## PROFILE

I am a college student seeking for a full-time position in the field of retail and marketing, where I can apply my knowledge and skills for continuous improvement. I have broad experience in retail management and market research, developing strategies that drive products to success

## EDUCATION

### **PORTMAN College**

APRIL 2017 – Present

Diploma in Business Management

#### **Core Subject**

- Introduction Marketing Communication
- Introduction of Marketing
- Financial to Accounting

#### **Secondary School**

SMK Seksyen 4 Bandar Kinrara

JANUARY 2016 - NOVEMBER 2016

Sijil Pelajaran Malaysia (SPM)

SMK Dulang

JANUARY 2012- NOVEMBER 2015

## WORKING EXPERIENCE

### ●ARRISTO ,COFFEE AMBASSADOR

AUGUST 2018 -PRESENT

- Aim to promote the luxurious enjoyment of Italian coffee at a reasonable price.
- Give the experience of premium Italian coffee with outstanding quality to other customer

### ● IBC COMPANY, PRODUCT DISTRIBUTOR

MAY 2018- PRESENT

- To help people live better lives

### ●UNIQUE TEAM, FREELANCE

DECEMBER 2017- PRESENT

- Developed a social media strategy to increase the reputation
- Conducted market research for an innovative new product line
- Created new branding collaterals for a private label company

### ●WONG KOK CHAR CHAN TENG, WAITRESS

NOVEMBER2017- JUNE 2018

- Provided excellent service to ensure satisfaction
- Provided excellent service by taking customer orders and delivering food and beverages

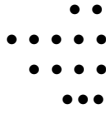
### ●SODA KIDS SDN BHD , PROMOTER

NOVEMBER 2017- FEBRUARY 2018

- Tracked daily expenses and transactions
- Serve customer

## Spoken Language

ENGLISH  
CHINESE MANDARIN  
MALAY  
HOKIANN



## References

Teh Ling Ching  
Manager of Wong Kok Char Chan Teng  
03-8941 6857  
LG05, Jalan Equine, Bandar Putra Permai, 43300  
Seri Kembangan, Selangor

Jie Hon (J)  
Supervisor of IBC Company  
012-4076212  
Seksyen 51a, Petaling Jaya, Selangor

## SKILLS

- Intermediate in Microsoft Office ( Words, Powerpoint)
- Communication
- Visual Presentations-Intermediate in public address system

## PROJECTS & ACHIEVEMENTS

### PORTMAN Asian Food Festival 2018

PORTMAN College | JULY 2018

- Member of Advertising Department
- Promote the event to the public

### PORTMAN 15TH ANNIVERSARY DINNER EVENT

PORTMAN College | JULY 2018

- Member of Audio&Visual Department
- Make sure the Audio&Visual can run smoothly

### PORTMAN ENGLISH DEBATE EVENT

PORTMAN College | OCTOBER 2017

- Person in charge of Audio&Visual Department
- Delegated tasks
- Make sure event run smoothly

## Extra-Curriculum Activities

### Manager of PORTMAN PHOENIXES

(Girls Basketball )

JULY 2018 -Current

- Make sure the club has fixed event monthly

### Assistant Manager of Audio&Visual Team

MAY 2018 -Current

- Assist manager and reply the email from client