



BRANDON YUEN

PROFILE SUMMARY

A final year Diploma in Business Management student. A loyal and honest person who is willing to learn new things.

CAREER OBJECTIVE

Seeking a position in marketing and customer service.

EDUCATION

PORTMAN College

Diploma in Business Management, final year

Erican College

Erican International English Programme, 2016

WORK EXPERIENCE

BIG BAD WOLF BOOK SALE 2017 - Event Crew

NOVEMBER 2017 - DECEMBER 2017

- Arranged the books accordingly
- Persuaded customers to buy the books
- Hit RM6,000 sales target each day with team

THE 33rd WORLD CHINESE BASKETBALL TOURNAMENT - Event Crew

NOVEMBER 2017 - NOVEMBER 2017

- Collected the final score from 12 courts
- Solved the players' issues
- Used their typical languages to communicate with them

GU ZAO NOODLE HOUSE - Waiter

DECEMBER 2016 - JANUARY 2017

- Recommended dishes to customers
- Assisted blind people to eat their dishes
- Took care of three table orders at the same time

CHATIME - Cashier

JULY 2016 - SEPTEMBER 2016

- Gave accurate amount of change to customers
- Persuaded customers to sign up to Chatime member

PROJECTS

PORTMAN Smashers Fundraising Campaign

- The assistant of person-in-charge for PORTMAN Smashers Fundraising Campaign, 2017
- The objective is to collect funds and upgrade the table tennis equipment and environment safety
- Assist the person-in-charge to come out a proposal plan
- Achieve a 10 person sales KPI

PORTMAN Sports Day

- Represent PORTMAN Smashers as a team leader, 2017
- Lead the team won a championship of badminton competition
- Received Certificate of Appreciation for PORTMAN Sports Day
- To ensure the whole event has a proper execution

A Night of Lights, A Night with Family

- Person-in-charge of the floor plan, 2017
- Designed the floor plan for the event with accurately
- To ensure the clients have a visual view of the event
- To ensure the whole event has a proper execution

Smash For Life

- The assistant of person-in-charge for Smash For Life, 2016
- An internal event organized by PORTMAN Smashers
- To assist the person-in-charge to control the crowd
- To ensure the event flow is following the itinerary

ADDITIONAL SKILLS

- Able to use Adobe Photoshop and Adobe Premiere Pro
- Able to use Microsoft Office Suite

INTERESTS

Table Tennis

- The manager of PORTMAN Smashers, 2017 - Current
- Lead a team and represent PORTMAN College to compete for table tennis with other colleges.
- Make sure the players are being well-trained

REFERENCES AVAILABLE
UPON REQUEST