



# Jawey Wong

## Personal Summary & Career Objective

A self-driven, self-motivated and a hardworking person with a clear vision to work efficiently. A team player with good interpersonal skill who can easily work with others and have strong determination to achieve an impactful objective. Seeking for a position in the field of operations.

## Working Experiences

### Assistant Manager of Production

#### AngAng | December 2017 - Present

- Plan and organize production schedules
- Determine quality control standards
- Liaise with buyers and marketing and sales staff
- Supervise the work of junior staff
- Select, order and purchase materials

### Event Coordinator

#### T-REX Event Management | February 2016 - November 2017

- Communicated and presented solutions to client accordingly to their requirements
- Managed all event operations
- Acted quickly to resolve problems at the event.
- Issued invoices and collecting payments in a timely manner

### Marketing Executive (Project Basis)

#### KEMAMAN FAT BOY | October 2015 - November 2017

- Devised and presented ideas on products promotion
- Managed campaigns on social media
- Prepared and delivered marketing plans within key objectives
- Promoted products to the customers

### Project Leader

#### Awesome Leadership Camp, PORTMAN College | March 2017 - September 2017

- Acted as a leader and guide to team members.
- Liaised with client and facilitator
- Ensured that all projects are delivered on-time, within scope and within budget
- Developed a detailed project plan to track progress

## Education

**2016 - Present**

**Diploma in Business Management**

**PORTMAN College**

- CGPA: 2.94

**2014**

**Sijil Pelajaran Malaysia**

**SMK Kamarul Ariffin**

- Vice President of Badminton Club
- Assistant Secretary of Chinese Language Society

## Additional Skills

- Fluent in 4 languages: English, Mandarin, Malay and Hakka
- Proficient in Microsoft Access (Word, Excel and PowerPoint)
- Possessed own transport and D License

## Interests

- Hobbies: Jogging, playing badminton, dancing and singing
- President of Student Council 2016/2017, PORTMAN College
  - ▀ Generally responsible in coordinating the activities of the Student Council.
  - ▀ Directed and oversaw the publicizing of the affairs of the Student Body.
  - ▀ Conducted meetings with team members.
  - ▀ Led the Student Council in achieving the common goals and objectives.

## References

**Name: Mr. Jayden Koay**

Company Name: KEMAMAN FAT BOY

Position: Business Owner

Contact Number: 016-935 4599

**Name: Mr. Looi**

Company Name: AngAng

Position: Chief Marketing Officer

Contact Number: 017-389 8566