



**LUCAS  
FONG QING SONG**

## Personal Profile

An analytic person with leadership, self-driven, and friendly character. Able to communicate well to make things work better. Always seeking for chances to learn self-improvement with passion and determination.

## Career Objective

Looking forward to secure a job in business development to build a legacy. Love to develop a career by improving and enhancing the skills and knowledge while adding value to the company.

## Education

**Diploma in Business Management**  
**PORTMAN College | Apr 2017 - Present**  
Core Subject : Principle of Marketing, Integrated Marketing Communication, Strategic Management, Community Leadership, Introduction to Entrepreneurship

**Sijil Pelajaran Malaysia**  
**SMJK San Min | Jan 2012 - Dec 2016**  
2A (Pendidikan Moral, Science)  
1A- (Ekonomi Asas)  
3B+ (English, Sejarah, Mathematics)  
2B (Account, Bahasa Cina)  
1C+ (Bahasa Melayu)

## Work Experiences

### Emcee

- PORTMAN Education Fundraising Dinner 2018 (Dec 2018)
- PORTMAN Mid Autumn Festival 2018 (Sept 2018)
- Industry Talk Thursdays (Aug 2018)
- PORTLYWOOD NITE LIVE (Apr 2018)
- A Night With Light, A Night with Families @ Tempua (Oct 2017)

### Millionaire Business School, President | Sept 2017 - Sept 2018

- Led a team to organise annual business event.
- Ensured the planning and execution was precise.
- Made final decisions that are helpful for the organisation.
- Conducted meetings effectively and efficiently.

### Event Crew

#### CP Cahya Pahlawan Sdn Bhd Jul - Aug 2017

- Carved names on glasses for guests.
- Time keeper for each glass to be carved.

## Soft Skills

- Proficiency in Microsoft
  - Word
  - Power Point
- Proficiency in Adobe
  - Premiere Pro
  - Lightroom
- Able to speak 6 languages
  - Mandarin
  - Malay
  - English
  - Hokkien
  - Cantonese
  - Hainam
- Possess B2 and D license

## Interest

- Playing badminton
- Traveling
- Investing
- Participate in property and investment event
- Watching documentaries

## References

**Devilline Wilson** (Event Organiser)  
017-7691519

**Mr. Gym Chan**  
Group Head of Marketing & Student Services, PORTMAN Education Group  
016-2773968

## Promoter

Mamee

May 2017 (4 days)

- Introduced to customers regarding the product promotion.
- Generated sales for the company.

Carlsberg

Sept - Dec 2016

- Promoted the new product from Carlsberg
- Generated revenue for the company.
- Recorded and reported opening and closing stock.

## Projects

### **PORTMAN ASIAN FOOD FESTIVAL 2018, Assistant Project Manager | Jul 2018**

- Assisted Project Manager to observe the overall progression before and after the event.
- Discussed the plan with Project Manager and leaders of every department.
- Organised a smooth event.
- Briefed emcees on the event schedule.

### **FINANCIAL EDUCATION CONVENTION 2018, Organiser Team | Jun 2018**

- Ensured the smooth flow of the event.
- Briefed crew members on their respective job roles.
- Planned the itinerary.

### **GET RICH THROUGH PROPERTY LEARN FROM EXPERTS, Project Manager | Apr 2018**

- Planned the itinerary
- Invited speakers and audience
- Delegated tasks to the team members

### **GET RICH THROUGH BUSINESS & INVESTMENTS, Organiser Team | Jan 2018**

- Ensured the smooth flow of the event.
- Briefed ushers on their job roles during the event.
- Made final decisions during the event.