

YIP BOH MAY



PERSONAL SUMMARY

A fast-learner and responsible person. I wish I can use my talents and skills to grow and expand the company. Seeking for a position in Events Planner or Admin Executive.

SKILLS

Basic Medium Expert

Adobe After Effects

Adobe Illustrator

Adobe Photoshop

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Microsoft Publisher

Adobe Premiere Pro

OTHERS

- Event Planning
- Public Speaking
- Presentation

EDUCATION

1. Diploma In Business Management

PORTMAN COLLEGE | Apr 2017 – Present
(Expected Completion : 2019)

- Current CGPA : 3.17

2. Executive Diploma In Business Administration

BU BUSINESS SCHOOL | May 2015 – Apr 2016

- CGPA : 3.46

3. Sijil Pelajaran Malaysia

SMK SEKSYEN 4 BANDAR KINRARA | Jan 2010 – Dec 2014

- 3 A's, 3 B's, 1 C, 2 D's

WORKING EXPERIENCE

1. Marketing Assistant (Part-time)

PORTMAN COLLEGE | Mar 2017 - Jun 2017

- Recruit students via telemarketing and sales force.
- Provide better solutions for student.
- Communicated with student to understand their needs and wants.

2. Tutor (Full-time)

SUPER EDUCATION GROUP | Dec 2014 – Jan 2017

- Marketing strategy planning to increase sales.
- Planned and conducted activities for SPM Workshop and Newton Coloring Contest.
- Maintain good relationship with parents and children.

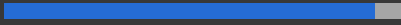
3. Promoter (Part-time)

TM UNIFI | Nov 2012 – Feb 2013

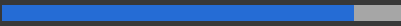
- Promote UNIFI packages to customers.
- Explained the benefits of the product to the customer.
- Generated at least 1 sign-up (worth RM 200) per day.

SPOKEN LANGUAGES

Mandarin



Cantonese



English



Malay



INTEREST



Dance



Travelling



Documenting



Music

REFERENCES

1. Mr. Low Voon Yee

- Managing Director of U Learning Tuition Centre
- 017 877 8200
- raymondlow123@gmail.com

2. Mr. Gym Chan

- Group Head of Marketing & Student Services of PORTMAN College
- 016 277 3968
- gym_chan@portman.edu.my

3. Ms. Lai Sammi

- Advisor of PORTMAN Groovers
- 011 1504 8026
- sammi.lai@portman.edu.my

CURRICULUM ACTIVITIES

1. Manager

PORTMAN Groovers

(Dance club of PORTMAN College) | Jun 2017- Sep 2018

- Ensure the smooth flow of the event
- Performed in every PORTMAN College event

2. Tingkatan Ahli Jawatankuasa

SMK Seksyen 4 BK, BSMM | Feb 2014 – Nov 2014

- Activities & station game planning
- First-aid skill
- Led a group to conduct activities

PROJECTS

1. PORTMAN Education Fundraising Dinner

Project Leader | Dec 2018

- Promote event and sell tickets through Integrated Marketing Communication.

2. 15th Anniversary ATCEN Education Group & PORTMAN Education Dinner

Design Team Leader | Jul 2018

- Designed backdrop & decoration for event.
- Ensure decoration match the event's theme.

3. PORTMAN Asian Food Festival

Project Leader | Jul 2018

- Event planning and ensure the smooth flow of the event.

4. Financial Education Convention

Emcee | Jul 2018

- Introduced speakers in an event.

5. PORTLYWOOD Nite Live

Emcee | Jun 2018

- Introduced performers in an event.

6. PORTMAN Debate Competition

Emcee | Oct 2017

- To enliven the event atmosphere.