



RAYMOND LEE XI WEI

Profile Summary

A person who is hardworking, responsible, diligent and able to work independently and in team as well.

Career Objective

Looking for a position in **marketing and events industries**.

Work Experience

1. Event Coordinator

The 33rd World Chinese Basketball Invitational Tournament

[16th Nov 2017 - 19th Nov 2017] [Short term project]

- Prepared all the schedules for crew to record down the match scores.
- Served the participants and provided matching informations for them.

2. Event Coordinator

Big Bad Wolf Book Sale 2017

[4th Dec 2017 - 20th Dec 2017] [Short term project]

- Served and helped customer pack all the books they bought.
- Assisted cashier to calculate the money accurately during End Of Day.
- Make sure stocks for the day such as receipt rolls and plastic bags were sufficient for customers.
- Make sure all the upsell items were neat and tidy.

3. Promoter

Jimrosa CNY Roadshow 2017

[4th Jan 2017 - 28th Jan 2017] [Short term project]

- Ensured the stocks are sufficient to upsell.
- Noted down the sales number everyday and report it to the manager.
- Make sure all the stocks displayed were neat and tidy.

4. Integrated Marketing Communication Campaign at PORTMAN College.

[February 2017 - April 2017] [Short term project]

- Served PORTMAN College as a client to create brand awareness of PORTMAN College by running IMC campaign.
- Achievement: Produced a short promotional videos with 25k views.

Education

Diploma in Business Management @ PORTMAN College
Final Year, Current CGPA- 3.11

Sijil Pelajaran Malaysia @ SMK Desa Petaling

Curriculum Activities and Interests

- 1. Industry Talk Thursdays [2017- Current]**
Member of Finance and Administration.
 - Conduct talks and events such as PORTMAN Career Fair with team members.
 - Monitor the cash flow of the club.
 - Ensure the event materials such as attendance list, PA system and token of appreciation for speakers are available.
- 2. PORTMAN Media Group [2016- Current]**
Manager of Online TV Channel.
 - Produced a food program with team members.
 - Produced event's promotional video such as PORTMAN Orientation Day April 2017, PORTMAN Dragons Friendly Match and Human Capital Development Conference 2017.
- 3. PORTMAN Fundraising Dinner 2017 [Short term project]**
Manager of Audio and Visual Department.
 - Responsible to produced event marketing collaterals such as poster, bunting and backdrop.
 - Ensured the team members were delivering task on time. Task included preparing marketing collateral, arranging PA system and assigning cameramans.
 - Made sure all the reports are correct.

Skills

- Able to use Microsoft Office Softwares such as Word, Excel and Power Point.
- Able to use Adobe Softwares such as Photoshop, Illustrations and Premiere Pro.

References

Available upon request.