



# Shawn WONG SZE ERN

## PERSONAL PROFILE & CAREER OBJECTIVE

*Seeking for a event coordinator position to help the company expand. Aim to use the skills and knowledge to help the company. An individual will growing together with the organisation.*

## EDUCATION & QUALIFICATION

### **Sijil Pelajaran Malaysia**

SMK Senggarang  
2011-2015

### **Diploma in Business Management**

PORTMAN College  
2016-2018  
CGPA : 2.47

## WORK EXPERIENCES

### **Lee Garden Sdn Bhd**

1st Jan 2015 -  
31st December 2015

- Promoter
- Promoted fishing tools to customers

### **Tone Plus Sdn Bhd**

1st Jan 2016 -  
31st March 2016

- Online Marketer
- Introduce the products through online platform to raise up revenue.

# PROJECTS

PORTMAN Dragons 3 on 3

2nd September 2017

- One day event.
- Control the crowd and make sure the tournament run smoothly.
- Communicated with the team to avoid misunderstanding.

33rd World Chinese Basketball

Invitational Tournament

16th - 19th November 2017

- Crew as transport team to make sure all the participants on time.
- Standby at KLIA airport to welcome all the participants who are coming from global world.
- Communicated with the team, bus drivers, hotels to ensure the participants go anywhere with a correct way.

PORTMAN Grab & Go

6th - 13th July 2017 (Pre-Event - Event Day)

- Concept is participants have 60 second to grab anything as much as they can in the certain area of hall.
- Decorations, Ticket Selling, Business Strategy to make sure the event can go smoothly with lots of people.
- Promoted the event through Integrated Marketing Communication.

## Additional Skills

Microsoft Office

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint

Adobe Software

- Premiere Pro

## Interest

- Travel
- Basketball (Player of PORTMAN DRAGONS)
- Attend events
- Sports Activity

