

WENDY CHOO WEI TENG

PROFILE AND CAREER OBJECTIVES

A final year student at PORTMAN College. A hardworking, energetic and positive person.

Seeking a position as sale and marketing manager assistant to utilize current communicating and management skills, and also further develop these skills in a higher challenge environment.



EDUCATION

Diploma in Business Management

- **PORTMAN COLLEGE, August 2017**
 - CGPA 2.75

Sijil Pelajaran Malaysia

- **SMK TAMAN CONNAUGHT**

WORK EXPERIENCES

Promoter | Forth Dimension Events | February 2018

- Analyzed customer skin is suitable for what kind of shampoo.
- Introduced and promote the best shampoo for them.

Supervisor | Troopers | January 2018

- Led and motivated the group members.
- Explained the apps to people and ask for download and sign up the apps to get free gifts.

Cashier | Big Bad Wolf | December 2017

- Collect money at counter and calculate the closing balance of the day.

Promoter | Johnnie Walker | June 2017

- Approached customers and promoted Johnnie Walker alcohol.
- Socialized with customers in order to hit sales.

Event Crew | Captivate | May 2017

- Followed the instructions and itinerary to run the event.
- Welcomed the audiences and showed the way to their seat.

Tuition Teacher | Insan Progressive Daycare Centre | Nov 2016 - April 2017

- Teach Bahasa Melayu, Mathematics, Science and Chinese subject.
- Prepared the meals for the children, and also monitored all of them bathe, eat and done all their homework before going to school.

ADDITIONAL SKILL

- **Fluent in English, Malay, Chinese and Cantonese.**
- **Computer Skills: Microsoft Excel and Microsoft Word.**
- **Personal Interest: Travelling, Adventure, Singing, Outdoor activities.**

REFERENCES

Name: Mr. Gym

Position: Head of Marketing

Company: PORTMAN College

Contact: 016 277 3968

Name: Kent Onn

Position: Supervisor

Company: Troopers

Contact: 017 668 9281

Name: Ms. Agnes

Position: Supervisor

Company: Big Bad Wolf

Contact: 016 337 7194