

# Name

(Address line)

tel

Email

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## CAREER PROFILE

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## CORE COMPETENCIES

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- Strong relationship development abilities with clients and stakeholders
- Capable of managing multiple projects simultaneously under tight deadlines
- Expertise in deploying and launching large scale digital services

## ACHIEVEMENTS

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- Saved millions of dollars
- Improved turnaround times
- Created new procedures
- Won awards or gained excellent sales figures

## EMPLOYMENT HISTORY

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**Singapore Cancer Society (SCS), place**  
*Executive, Public Education*

*Aug 2006 - to date*

### Key Responsibilities

- Managing cancer health events and screening impacting public health
- Developing specific work plans and budgeting for programs
- Initiating and coordinating efforts on cancer research grant funding
- Coordinating with cancer support groups
- Producing marketing collaterals to inform patients and the public about the society services
- Serving as a primary contact for all media-related and public-awareness projects
- Networking with institutional and corporate partnerships

**Ascent Media Pte. Ltd., place**  
*Network Origination Controller*

*Feb 2000 - May 2006*

### Key Responsibilities

- Responsible for the origination and broadcast of multiple networks and channels as well as “live” programs
- Investigating thoroughly equipment malfunctions/ improper operational procedures

**Watson’s Your Personal Store, place**  
*Store Manager & Management Trainee*

*Jan 1998 - Dec 1999*

### Key Responsibilities

- People management - recruitment, training & performance management
- Stock control - including ordering and management
- Merchandising - implementing and monitoring sales
- Budget management - wage costs, sales
- Planning - long and short term plans for sales improvement

## EDUCATION

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- B.A. Mass Communication, Curtin University of Technology, Perth, 2005
- Diploma in Electronics Engineering, Temasek Polytechnic, Singapore, 1998

## PROFESSIONAL CERTIFICATIONS

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- Quit Smoking Consultants, 2007-2009
- Event Management, 2007
- Management Assistance Programme, 1998

## OTHER

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- Proficient in Adobe Photoshop, Microsoft Office Applications
  - Proficient in English & Malay
  - *Community Service*: Organized fundraising activities for an Orphanage Organization with orphanages located in Batam and Malaysia
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