

Yan Yee Lee (Manson), mansonlee.91@hotmail.com
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OBJECTIVE

To obtain a position that can utilize my lively and energetic attitude while making contributions to the company. Detail-oriented with strong interpersonal skills. Keen to work in an environment that can enrich my knowledge and gain more skills.

EDUCATION

- *Bachelor Degree in Thai Studies, Prince of Songkla University, Phuket Campus, Thailand; December 2020*
- *TESOL Certificate; TEFL International/TEFL Campus; Phuket, Thailand; February 2017*
- *Diploma in Business (Marketing), Tunku Abdul Rahman University College, Malaysia; September 2011*



PROFESSIONAL SKILLS

Teaching Skills

- Conducted training to internal staff for product and health knowledge regularly
- Taught students aged 5 to 12 in English and Mathematics by following the syllabus of the tuition centre itself
- Created lesson plans and class materials for classes taught during TEFL training

Communication Skills

- Conducted health talks for schools, offices, and communities
- Handled feedbacks from customers and educated them with the accurate information if necessary during event activities and on social media platform
- Maintained a good relationship with Key Opinion Leaders and the end consumers
- Handled multi-lingual tours for factory visits in different size of groups about information of the production process and the finished product

Organizational Skills

- Developed and applied social media strategies and campaigns, using computer skills such
- as several Microsoft Office programs, Adobe Photoshop, and Adobe Illustrator.
- Organized, planned, managed, leaded, coordinated, and supervised on event activities (e.g. Sampling activities, marketing survey projects, health science related event)
- Created new strategy for keeping attendees' attention during events
- Met deadlines for all of the organized and designated events

Language Skills

Language	Proficiency Level
English	IELTS (Band Score: 6.5, CEFR Level: B2)
Mandarin	Fluent
Bahasa Malaysia	Fluent
Dialect: Cantonese	Fluent
Thai	Good
Japanese	Beginner

EMPLOYMENT HISTORY

- *August 2020 – October 2020: Bangkok Hospital Phuket; Global Patient Service Department, Internship Trainee*
- *Dec 2013 – May 2017: Yakult (M) Sdn Bhd; Public Relation and Science Department, Senior Event Leader*
- *May 2013 – Nov 2013: Joshua Research Consultant Pte Ltd; Project Executive*
- *Oct 2012 – Jan 2013: Chimera Event Sdn Bhd.; Operation Supervisor*
- *Dec 2011 – Oct 2012: Coca-Cola Refreshments (M) Sdn Bhd.; Market Developer*
- *May 2009 – Oct 2011: Cotton On (M) Sdn Bhd.; Part Time Fashion Advisor*
- *Nov 2007 – Jan 2008: Resort World Genting; Temporarily Permanent Waitress*
- *ENOPI Tuition Teacher (Part Time)*

REFERENCES

- Dr. Sudrudee Bamrung; Year Advisor, Prince of Songkla University, Phuket Campus; sudrudee.ba@phuket.psu.ac.th
- Chong Li Yi; Deputy Manager, Yakult (M) Sdn. Bhd.; liyiliyi89@gmail.com