



Siow Thung, Wong (Emilie)

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EDUCATION

2018 – 2019

Bachelor of business (Finance)

Majoring in finance

Minoring in public relations

Swinburne University of Technology

Achievements:

- International excellence scholarship

2015 – 2017

Diploma in business studies (Banking and Finance)

Majoring in banking

Co-majoring in finance

Tunku Abdul Rahman University College

Achievements:

- Graduated with merit

EMPLOYMENT HISTORY

2020 – 2021

Bartender

Tian 38

Responsibilities:

- Checked, infused, cooked and prepared ingredients for operation
- Served signature, classic, international and special requested cocktails and mocktails
- Provided service to bar seats customer while working behind the bar at busy shift
- Made 80 cocktails per night shift on weekend in average with a team of 2 bar staffs.

2017 – 2021

Bar Supervisor

Tokyo Teppanyaki Japanese fine dining

Responsibilities:

- Manage customer's booking
- Led team on communication and customer's service
- Assistant bartender
- Operated as sole bartender on weekday shifts and with one other bartender on busy nights and weekends
- Served beer, wine, liquors, and mixed beverages.
- Made cocktails, mocktails, coffee, and performed flaming cocktail
- Served special requested cocktails

Achievements:

- Awarded Employee of year 2018
- Best improved award 2017
- Carried 20% revenue out of the total daily sales from bar section.

2016 – 2017

Sales team member

Almaris furniture

Responsibilities:

- Conducted professional explanation about products in 5 different languages
- Understand customer needs and recommended suitable design
- Performed quotation for customer

Achievements:

- Top sales of February
- Top sales of December

SKILLS SUMMARY

Multilingual	I am a Mandarin native speaker and fluent in English. Advance in Bahasa which is my country official language and fluent in Cantonese. I am also able to communicate and have full understand in Japanese.
Documentation & reporting	I have experiences in organising interview candidates, interview section arrangement, contact potential candidates and follow up the related documents. I also have skills in menu design, organise stocks and stocks order.
Multi-tasking and negotiation	Have experiences on conducted sponsorship and work as a member of risk assessment team on fundraising event in campus.
Microsoft office skills	I have extensive knowledge in the use of the following software: <ul style="list-style-type: none"> • Microsoft word • Power point • Microsoft excel
Video editing skill	I have basis skill in performing video edition, specifically for combine, adding effects, subtitles, music etc. <ul style="list-style-type: none"> • Movie Mator video editor • Window movie audio

REFEREES

Steven Chien Venue Manager Tokyo Teppanyaki	0450 086 023
Alan Chong Owner Tian38	0411 262 101

