

Chai Wai Chung

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Education

JAN 2022 - DEC 2024

INTI International College Subang – *Bachelor Degree in Event Management*

JAN 2018 - MAR 2020

INTI International College Subang - *Diploma*

School of Business Communication - Diploma in Business

- Current CGPA: 2.38 / 4.00

JAN 2013 - DEC 2015

Cempaka AOG (Private School)

- International General Certification of Secondary Education (IGCSE)
- O Level Result: 2C 2D

JAN 2010 - DEC 2012

Sekolah Menengah Kebangsaan USJ 12

- Penilaian Menengah Rendah(PMR)
- Results: 2B 5C

Skills

Language: Fluent in English, Chinese, Cantonese

IT Skills: Proficient in Microsoft Word, Excel & Powerpoint

Work Experiences

MAY 2020 - AUG 2020

CKM Automobile Service Center – *Customer Service Coordinator & Cashier*

- Monitoring all cars in services
- Attending to walk-in customers
- Issuing of invoices

FEB 2021 - OCT 2021

Mother Nature Sdn Bhd – *Personal Assistant*

- Organizing meeting schedule
- Booking venues for meeting
- Taking care of company transaction flow

FEB 2022 – MAY 2022

Kopi Chai Enterprise – *Founder*

- Cashier and Barista
- Monitoring transaction flow
- Keep track of stocks

AUG 20225 – OCT 2025

Rednose Agency – *Supervisor*

- Supervise all aspects of event execution including setup, operations, and teardown
- Manage and delegate tasks to event staff, vendors, and volunteers
- Ensure all event logistics, timelines, and client expectations are met
- Monitor and manage inventory of event supplies and equipment
- Coordinate with the Event Manager and other departments to ensure cohesive planning and execution

Freelance

- Cowa roving (Driver & Assistant supervisor) [Deromp Mkt&Event] Dec 2022
- Boathouse client appreciation night (crew member) (Snapbox 360) 7 Mar 2023
- Grab international women's day (Crew Member) (SnapBox) 9 Mar 2023
- AIA Carnival (Startup Crew, Event Crew) (AIA) 10-11 Mar 2023
- Absolut bazaar x Gaya Raya (Event Crew) (Coca-Cola) 14-17 April 2023

Employer Projects

OCT 2019 - OCT 2019

West Port Project

“Analyze & Improve” – Head of PowerPoint (*Capstone Project*)

- Investigate social media of West Port and the competitor.
- Compare the differences in strategy.
- Giving feedback on how to improve West Port social media

OCT 2019 - OCT 2019

Samsung Project

“Samsung Employee Project” (*Human Resources Management Class*)

- To do a survey on Samsung
- Giving out question to public for the survey:
 - Why would they choose Samsung over other brands? (Any Electronic Product)
 - Would you like to work in Samsung? Why?
- To create a new strategy based on the survey

References

Siti Baqiyatul Zahraa Mohd Rahim

HOP, School of Business Communication

INTI International College Subang, Malaysia

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