



Tan Wen Fang

- 3rd November 1999
- (+60) 11-1633-0160
- jojotan113@gmail.com
- www.linkedin.com/in/jojo113

Educational Background

University of Hertfordshire
INTI International College Subang
Bachelor of Mass Communication
April 2020 - June 2023

Tunku Abdul Rahman University
College
Bachelor of
Human Resource Management
July 2018 - March 2019
Completed 40 credits

Hin Hua High School
January 2012 - November 2017
6A2B

Technical Skills

- Proficient in Canva, MS Words, MS PowerPoint, Adobe Illustrator, Adobe Photoshop, Adobe Premier Pro
- Communication skills
- Time Management
- Analytical Thinking
- Problem-solving skill
- Able to work independently
- Detail-oriented

Work Experience

T&S Components Precision Sdn Bhd

Project Executive: Full-Time
May 2024 - present

- Engaged with **VP, GM, and AGM from leading global semiconductor companies** such as Netherlands' AAE, Singapore's ASMPT, Malta's ST, Columbia's ST, NXP, Nexperia, Renesas, and others.
- Promoted a **joint venture with three leading Chinese companies** to secure competitive pricing and expand trading operations in Malaysia.
- Responsible for **sales representation, coordination, operations process improvement, production planning, HR recruitment, legal documentation drafting, and marketing.**

Harmonis Kindergarten & Daycare

Kindergarten and Daycare teacher: Full-Time
July 2023 - March 2024

- Received the **Best Teacher of Perseverance Award** in 2024
- **Authored 11 educational books** tailored for Harmonis students
- Promoted to **Kindergarten Principal within 8 months.**

Wofollow Sdn. Bhd.

Digital marketing & Social Media Specialist : Intern
April 2023 - June 2023

- Analyzed consumer demands and **generated social media content** for brands including **FreshKon, Razer Merchant Services, Mospell, and Numbuzin**
- Managed **Seven KOC & KOL seeding campaigns** for leading brand
- Successfully **recruited more than 1,500 new KOLs**
- Created advertising video scripts for Razer Merchant Services and Pink Tower Childcare Centre

Volunteer Work

Sponsorship coordinator STACT Club NGO Project 2022
(Good Samaritan Home)

I managed to find sponsors to donate 250 boxes of masks, 20 calculators, 20 geometry kits and as well as raised about **RM1,770 within 3 days.**

Vice Organizing Chairperson LittleKind Fundraiser 2022
(Da-Ai Charity Organization)

Delegated tasks and brainstormed on social media campaign that raised approximately **RM2,766 within 2 days.**

Team Leader

Event Highlight Video Campaign 2023 (WWF - Malaysia)

Responsible for leading the team, brainstorming ideas, creating storyboards, directing camera shots, video editing and making presentations to clients.

Portfolio



- Company Profile
Click >> [Link](#)
- Company Pitch Deck
Click >> [Link](#)
- Company Intro Video
Click >> [Link](#)



- Olay's Sexual Harassment Campaign



- Company Brochure
Click >> [Link](#)



- Razer Campaign Video
Click >> [Link](#)



- FreshKon Campaign Video
Click >> [Link](#)