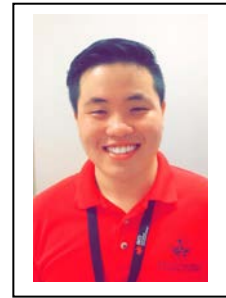


Chin Hong Tan (Winson)

Personal Details

Gender: Male
Date of Birth: 25 July 1996
Age: 20
NRIC: 960725-14-5679
Race/Religion: Chinese/Buddhism
Address: 2117/551 Swanston Street, Carlton 3053, Victoria
Email: Winsontanch@outlook.com



Education:

2015-2017(Current): Bachelor of Business (Management), 3rd Year, RMIT University. WPM: 72.5%
2013 – 2015 Diploma in Business, Inti International College Subang, CGPA: 3.64- (Dean List)
2009 – 2012 Sri Garden International School, Kuala Lumpur, Malaysia

Professional Skills and Competencies:

- Excellent communication skills, both written and verbal
- highly motivated team player and see tasks through end to end
- Ability to manage multiple events and projects to timely and accurate completion.
- Strong computer literacy and information technology skills especially Microsoft packages.
- willingness to work flexibly in a supportive team-oriented environment.
- Experience managing events from inception to completion.
- Excellent administrative and organisational skills

Professional and Leadership Experiences:

Sept 2016 to Current

President

RMIT University Malaysian Association (RUMA)

- Leading 400 Malaysian students and 26 committees' member.
- Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- Liaising with external parties, agencies and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.

Mar 2016 to Current

Student Learning Advisor Mentors (SLAMs) for Business Computing

RMIT University

- Developing leadership skills by guiding and offering advice to students of Business Computing in RMIT University.
- Honing social networking skills and communication skills through cooperation with other Slams advisors from different courses.

Sept 2015 - Sept 2016

Assistant Director of Activity Team

RMIT University Malaysian Association (RUMA)

- Developing event planning skills and execution experiences by organizing events for the club.
- Promoting and supervising all kind of activities to ensure members of RUMA are hospitably attended to.

May 2016 - Sept 2016

Assistant Director for Operations and Logistics Department

Grand Malaysian Ball (GMB) 2016

- Involved in ticketing procedure, sales and delivering a well-structured online ticket system with the aid of various tools such as Jot Form, Google Docs, Google Sheets, Google Forms and more.
- In charge of participants' registrations during event day
- Providing necessary aid to entertainment and decoration department such as transportation and manpower.

May 2016 - Sept 2016

Assistant Director for Operations and Logistics Department

Merdeka Festival 2016, Australia Melbourne

- Involved in procedure of Individual vendor's recruitments and allocation of Vendors.
- Improving design skills by creating awareness posters for vendor recruitments
- In charge of venue and booth allocation for vendors

Jan 2016 – May 2016

Exhibition Officer for Exhibition and Games Department

Fiesta Malaysia – Malaysian Student Council of Australia Victoria (MASCA VIC)

- Involved in planning for traditional games planning and ensure the objectives of Fiesta Malaysia are met.
- Developed ideas and bringing Malaysian cultures into Fiesta Malaysia.
- Creating awareness of Malaysian Culture to Malaysian and Non-Malaysian in Melbourne, Australia

March 2016 – September 2016

Welfare Executive

Malaysia Student Council of Australia (MASCA) Victoria

- Supporting and representing all Malaysian students in Australia with welfare issues.
- Establishing and maintaining contact with those providing information from new and current students to raise the awareness and promote welfare issues in Victoria.

Dec 2015 – Feb-2016

Treasurer

Malaysia Down Under Camp Open Day

Malaysian Student Council of Australia (MASCA)

- Ensure responsible money management of the club and keeping DUC open day financial books in order, in accordance with the requirement of MASCA.
- Prepare, survey for event budgets and submit a financial report in details at the end of the event.

Apr 2015 – Jun 2015

Project Director of Chinese Chess Competition 2016

Chinese Cultural Society (CCS), Inti International College Subang (Malaysia)

- Developed strong leadership skills by leading the committees team and ensure event objectives are met.
- Seeking the potential Chinese Chess players and provided a platform for international Chinese Chess Competition.
- Gained event planning skills and execution experiences by giving directions to the team.

Nov 2014 – Feb 2015

Operations and Logistics Director

Reminiscent (Chinese New Year Performance Night 2015)

Chinese Cultural Society, Inti International College Subang

- Developed a strong management skill by working closely with public logistics and events company, and managed the equipment to ensure the objectives of the events are met.
- Gained hands-on skills in working as a backstage and PA crew to ensure the performances going well.

July 2014 – September 2014

Project Director of Moonlight Resonance (Mid-Autumn Festival)

Chinese Cultural Society, Inti International College Subang

- Received the best special event award from Inti International College Subang as the biggest event of the year 2014.
- Gained Experiences in management and social networking by collaboration with company event (Galaxy) in Moonlight Resonance.
- Applied organizational and time management skills by leading the team with other committee members in organizing this large scale event with more than 600 participants.
- Received the most CSR award by donating more than RM14k to old-folk home and orphanage.

Voluntary Experiences:

- **Performance Usher** for Fling Spring Festival 2015
- **Starting Line Crew** for Colour Run Melbourne 2015
- **Festival Crew** for SP Setia Fruit Party 2015
- **Backstage Coordinator** for Inti International College Subang (IICS) Orientation, Malaysia. (Apr-14, Aug-14, Jan-15, Apr-15)
- **PA Coordinator** for Freshies Night 2015 (Five Senses) by Inti International College Subang, Malaysia.
- **General Assistants** for Charity Night and Charity Drive 2014 by Student Action Club (STACT) - IICS, Malaysia

Referees

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

- **Ms. Si Ying, Kelly Yew** (Relationship: Housemate), Contact: + +61 403 747 741 Email: kellysiying@gmail.com.
- **Mr. Lee Chee Cai** (Relationship: Staff in Inti International College Subang), Malaysia Contact: +60125583872 Email: cheecailee@gmail.com.