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| **Tan Qian Huan Jezz** |
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| **Personal Information** |   |
| Nationality : Malaysian |  |
| Birthdate : 13th of December 1996 |  |
| Gender : Female |  |
| Marital Status : Single |  |
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| Address : 1080 West 6th St., Moscow, ID 83844 |
| E-mail Address : jezz438@gmail.com |  |
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| **Education** |   |
| Currently studying at University of Idaho pursuing a bachelor degree in Spanish. |
| • 2014 - 2015 : 1.5 years American Degree Program at Help University, Malaysia |
| • June, 2015 : 2 weeks intensive language course at Valladolid, Spain |
| • 2009 - 2013 : Catholic Secondary School | SPM > 8As |
| • 2003 - 2008 : Yuk Chai Primary School | UPSR > 7As |
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| **Language Proficiency** |   |
| • English : Toefl iBT 102 |  |
| • Malay : Proficient in speaking, reading and writing |  |
| • Chinese : Proficient in speaking, reading and writing |  |
| • Spanish : Good in speakimg, reading and writing |  |
| • Cantonese : Proficient in speaking and reading |  |
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| **Core Strengths** |   |
| • Great vebal communication skills |  |
| • Open minded |  |
| • Sociable and friendly |  |
| • Fast and willingly learner |  |
| • Can easily adapt to dofferent surroundings  |  |
| • Able to multitask well after familiarizing with surroundings |
| • Have knowledge on how to use Google Sketch Up |  |
| • Proficient computer literacy on MS Word, MS Excel annd MS Powerpoint |
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| **Temporary/Part time Experience** |   |
|  **Sales Assistant** |  |
| January 2014 - February 2014 |  |
| **Petsmore - Kuala umpur** |  |
| In charged of customer service, assisting to increase sales, pet care, organizing store shelves and stock check. I learned to be quick and organized during peak hours especially when customers bring in pets for grooming. I was also able to sell 2 pets and make RM5000 in sales during my first month. |
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| **Administration** |  |
| April 2014 - October 2014 |  |
| **Desjoyaux (M) Sdn Bhd - Petaling Jaya** |  |
| Assisted in issuing checks, stock take, running bills for maintenance fees, making and receiving calls from clients, billing clients, filling and paperwork. I learned to keep calm regardless of a client's mood and be able to converse politely and offer helpful suggestions or assist them in any way possible. I also learned to be able to work fast to complete more tasks. |
| **Waitress** |  |
| October 2014 - November 2014 |  |
| **Uno! - Kuala Lumpur** |  |
| In charged of taking orders, serving and handling the cashier. I learned to work fast and well with colleagues. I also learned to multitask and remember customer requests. |
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| **Instructor** |  |
| February 2015 - November 2015 |  |
| **Eyelevel Enopi - Kuala Lumpur** |  |
| I am responsible in instructing students aged 5-15 and help tutor them with any problems they might have in their math and english classwork. I also have to mark books and pack folders whilst doing so. I have learned to multitask and be able to stay focused in different tasks as well as be patient and kind to students. |
| **Home Tutor** |  |
| August 2015 - December 2015 |  |
| I instruct 2 kids aged 10 and 12 on English and occasionally Math as well. I help them better understand their school syllabus and prepare them for examinations. |
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| **Extra-Curricular Activities** |   |
| • Percussion section leader for secondary school band• Chairperson of school band training camp • Participated in various music performances (e.g : ASEAN sports opening, university performances, Shell Eco-race performance, etc) as well as achieved places within the top 3 for music competitions (e.g : Hong Kong International Band Competition 2012 and state level eco-percussion competition, etc)• Participated in swimming competitions at district and state level for primary school• Participated in volunteer work for SPCA (Animal Shelter) as well as orphan children. • American Flyers university magazine club |
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| **Hobbies** |   |
| • Socialising |  |
|  A good way to share opinions and thoughts on current events as well as studies. Learn to be  more open minded and accepting of different cultures and languages as well as learn about  them.  |
| • Collecting old money |  |
|  Learn to be observant and have a keen eye as paper money and coins tend to have very  minor differences and learn a little history as well.  |
| • Playing the ukelele, piano and percussion |  |
|  Test my skills and refine them as well as improve. In simple words, I just love music. |
| • Swimming and going to the gym |  |
|  To think and keep healthy. |
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| **References**  |   |
| **Help University Malaysia** |  |
| Ms Maria Perez Carbonell |  |
| Spanish Lecturer  |  |
| Work : +603-0942000 |  |
| Mobile : +6011-21283784 |  |
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| **Help University Malaysia**  |  |
| Dr Aru Junan Narayanan |  |
| Philosophy and Law Lecturer  |  |
| Work : 03-20992921 Ext 2722 |  |
| Mobile : +6011-33219368 |  |
| E-mail : arujunan.n@help.edu.my |  |
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| **Eyelevel Enopi Bandar Sri Damansara** |  |
| Mr. Tan Kee Aun |  |
| Principal  |  |
| Work : +60 12-680 0400 |  |
| Mobile : +6017-3079778 |  |
| Email : eyelevel.bsd@gmail.com |  |
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