



# Gregory Lee Yong Hui

Higher NITEC Business Graduate

Outgoing and friendly. Experience as an Administrative Assistant delivering administrative excellence and customer service, including clerical support and public interaction.

✉ gregoryleeyh@email.com

📍 Blk XXX Ang Mo Kio #01-23 Singapore 456789, Singapore

📘 facebook.com/GregoryLeeYH

📞 9876 5432

🌐 linkedin.com/in/GregoryLeeYH

📷 instagram.com/GregoryLeeYH

## WORK EXPERIENCE

### Administrative Assistant (Intern) TOAST TALK GROUP LTD

10/2017 – 03/2018

*Achievements/Tasks*

- Analyse data entries
- Filing in documents
- Setting up classes
- Plan small gatherings with bosses & colleagues
- Ordering of Stationery

### Waffle Maker (Part Time)

PRIMA DELI

12/2015 – 03/2016

*Achievements/Tasks*

- Ensure all food were consistent and recipes were followed
- Maintain clean workstation during work shift
- Keep bakery area and floors clean, dry and free from debris
- Assist in cleaning and deep cleaning of the outlet including equipment, coolers and freezer

### Community Engagement Specialist SINGAPORE CIVIL DEFENSE FORCE (NATIONAL SERVICE)

05/2018 – 11/2020

*Achievements/Tasks*

- Appointed as unit deployment officer and team leader
- Manage and supervise officers in my team
- Engage and train members of public in basic CPR, firefighting skills and SG Secure
- In charge of planning, organising and deployment of officer in major events

## EDUCATION

### Higher Nitec in Human Resource & Administration

Institute of Technical Education

04/2016 – 03/2018

### GCE "O" Level Certificate Springdale Secondary School

01/2013 – 12/2016

## SKILLS

Communications

Teamwork

Customer Service

Microsoft Office

Problem Solving

## AWARDS AND ACHIEVEMENTS

ITE Arts Excellence Award (07/2017)

*Outstanding Achievement*

Singapore Youth Award - Gold (06/2015)

*Springdale Secondary School*

## CO-CURRICULAR ACTIVITIES

Member – ITE Show Choir (12/2016 – 03/2018)

- Institute of Technical Education, College Central

Member – Choir (04/2013 – 12/2016)

- Springdale Secondary School

## CERTIFICATES

SCDF Instructor Preparatory Course (05/2019)

Class 3 Driving License (12/2019)

## LANGUAGES

English



Chinese



## INTERESTS

Playing Sports

Reading Books

Travelling

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