

# CHAN YI HOU THERESE MARIE

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*A polytechnic student with great initiative and a wide spectrum of abilities*

## **SUMMARY OF QUALIFICATIONS**

- Effectively bilingual in English and Chinese
- Awarded overall 2nd prize in diploma course's annual community project competition
- Possesses strong leadership qualities and works well in a team
- Knowledgeable in PR, advertising and film production
- Extensive knowledge and training in many computer tools and applications

## **EDUCATION /QUALIFICATIONS**

<b>Singapore Polytechnic, Singapore</b>	<b>2006</b>
Specialist Diploma in Digital Film and Television	
<b>Singapore Polytechnic, Singapore</b>	<b>2007</b>
Diploma in Media and Communication	
<b>Catholic Junior College, Singapore</b>	<b>2003</b>
A' Level Certificate	
<b>CHIJ Secondary (Toa Payoh), Singapore</b>	<b>1998</b>
O' Level Certificate	

## **CO-CURRICULAR ACTIVITIES**

<b>Singapore Polytechnic Changi Youth Ambassador (Senior Rover)</b>	<b>2004-2006</b>
<u>Duties include:</u>	
<ul style="list-style-type: none"><li>• Guiding lost passengers in the Transit Area</li><li>• Assisting Customer Service Officers</li><li>• Giving passengers information about Singapore and Changi Airport when required to</li></ul>	
<b>Catholic Junior College Audio Visual Club (Head of Photography)</b>	<b>2002-2003</b>
<u>Duties include:</u>	
<ul style="list-style-type: none"><li>• Assigning photographers to cover events</li><li>• Teaching juniors some basic photography</li><li>• Making sure that the sound system works well during school events</li><li>• Taking pictures of events for school newsletters and yearbooks</li></ul>	
<b>Catholic Junior College Co-Operative Society (Chairman)</b>	<b>2002-2003</b>
<u>Duties include:</u>	
<ul style="list-style-type: none"><li>• Stock-checking</li><li>• Managing members of society</li></ul>	
<b>CHIJ Secondary (Toa Payoh), The Steeple (Editor)</b>	<b>2000-2001</b>
<b>CHIJ Secondary (Toa Payoh), Peer Support (Member)</b>	<b>1999-2000</b>
<b>CHIJ Secondary (Toa Payoh), ELDDS (Member)</b>	<b>1998-2001</b>

## **WORK EXPERIENCE**

<b>Riverkids Project</b>	<b>Apr 2007-Present</b>
<i>Assistant Manager</i>	
<b>OMD Singapore</b>	<b>Nov 2006-Mar 2007</b>
<i>(Internship) Research Executive (Nov 06-Jan 07), Media Executive (Feb 07-Mar 07)</i>	

## **COMPUTER SKILLS**

Adobe Photoshop, Macromedia Flash, Macromedia Fireworks, SPSS, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, iMovie, Macromedia Dreamweaver, Adobe Premiere

## **KEYWORDS**

Media Research, Advertising Executive, PR Executive, Production Assistant, Film Production, Traffic Coordinator