

resume

PERSONAL INFORMATION

Anne Ong

DOB November 4th, 1971

17 Trezise Way, 5453 Clare

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LANGUAGES SPOKEN

Malaysian - Native tongue

English - Fluent - speaking, reading and writing

Japanese - Fluent - speaking, reading and writing

Chinese

Mandarin - Fluent - speaking, reading and writing

Cantonese - Fluent - speaking and reading

Hokkien - Fluent - speaking and reading

Indonesian - proficient - speaking, reading, writing

WORK EXPERIENCE

WINERY SUPERVISOR & FOREIGN TRADE GUEST MANAGER, CASUAL CELLAR DOOR AND FRONT OF HOUSE

[Reillys Wines, Mintaro SA](#) - 5 years

Tasks included - barrel work, wine transfer, crushing, wine additions, winery maintenance. Managing international trade guests in the winery and vineyards, liaising on trade agreements and further communications.

Languages used - mostly Mandarin, Cantonese, and English.

RESTAURANT MANAGER

[BBQ Ribs, Penang, Malaysia](#) - 2 years (left due to maternity leave)

Tasks included - managing supplies, staff, operations, customer relations, reporting.

Languages used - English, Mandarin, Cantonese, Hokkien, Indonesian

OWNER OPERATOR

[Whole Sale Trades, Tokyo, Japan](#) - Cosmetics and Skincare - 7 years

Tasks Included - importing and trading cosmetic and skin care products, book keeping, client liaisons.

Languages used - Japanese

OWNER OPERATOR

[OSE Human Resources, Penang, Malaysia](#) - 3 years

Tasks Included - active international recruiting and liaisons recruiting for production and building industries. Client liaisons, visa and permit paperwork management.

Languages used - English, Mandarin, Cantonese, Hokkien, Indonesian

OWNER OPERATOR

[INTI International College Cafe, Penang, Malaysia](#) - 4 years

Tasks included - full operations, including purchasing, menu, staff management, payroll, book keeping, customer services.

Languages used - English, Japanese, Mandarin, Cantonese, Hokkien, Indonesian

VOLUNTEERING EXPERIENCE

[Tzu Chi Foundation, Penang, Malaysia](#) - Buddhist Charity organisation - 7 years

Tasks included - assisting in organising fundraiser events, organising daily activities for the chronically ill, disabled, and disadvantaged.