

CURRICULUM VITAE: SELINA

**Please contact JUDE Migrant Employment Co-ordinator
for further information Phone 03 535 4161**

PERSONAL STATEMENT

I am a NZ resident seeking a part-time office support- administration position where I can apply my broad range of office administration, computer and organizational skills. I have realistic job expectations and would appreciate any part-time position that you may have to offer. I have 2 school age children and can work flexible hours between 9am and 2pm.

KEY WORK SKILLS AND ATTRIBUTES

- OVER 18 YEARS PRACTICAL EXPERIENCE IN INTERIOR DESIGN, CONCEPT DEVELOPMENT AND SPACE PLANNING.
- COMPLETED ONE YEAR FULL TIME IN PSYCHOLOGY & DEVELOPED AND UNDERSTANDING OF HUMAN DEVELOPMENT, ITS INFLUENCES AND EFFECTS IN SOCIETY.
- EXPERIENCED IN PROJECT PLANNING, MANAGEMENT, COST & WORK ESTIMATIONS.
- RESPONSIBLE FOR THE QUALITY CONTROL FOR INTERIOR AND JOINERY WORKS.
- PRACTICAL EXPERIENCE IN SUPERVISION OF SUB CONTRACTORS AND TRADESMEN.
- COMPUTER PROFICIENCY INCLUDES: MICROSOFT EXCEL & WORD
- EXCELLENT COMMUNICATION & INTERPERSONAL SKILLS, RELATE CONFIDENTLY WITH MANAGERS, CLIENTS, CONTRACTORS & WORK COLLEAGUES, BILINGUAL (English, Mandarin, Malay and Asian Dialects)
- EFFECTIVE TIME MANAGEMENT, ORGANISATION AND PROBLEM SOLVING SKILLS.
- STRONG ANALYTICAL SKILLS – ABLE TO PRODUCE DETAIL WRITTEN REPORTS.
- FRIENDLY, HARDWORKING, RESPONSIBLE AND AN EFFECTIVE CONTRIBUTING TEAM PLAYER.

QUALIFICATIONS

DIPLOMA IN PSYCHOLOGY IN 2005 *

AMERICAN INSTITUTE OF ARTS & SCIENCES

KEY SUBJECTS STUDIED: ENG 101 ENGLISH COMPOSITION 1
 PSYC 101 GENERAL PSYCHOLOGY
 PSYC 201 COUNSELING
 PSYC 217 LIFE SPAN DEVELOPMENT
 PSYC 336 ABNORMAL PSYCHOLOGY
 PSYC 204 PSYCHOLOGY OF CHILDHOOD & ADOLESCENCE
 PSYC 304 BEHAVIOUR MODIFICATION
 PSYC 340 MOTIVATION

DIPLOMA IN INTERIOR DESIGN IN 1988 *

BAHARUDDIN VOCATIONAL INSTITUTE

KEY SUBJECTS STUDIED: FINAL YEAR PROJECT
 FURNITURE DESIGN

INTERIOR DESIGN STUDIO
TECHNICAL SUBJECTS

* Transcripts available on request

WORK EXPERIENCES

APPOINTMENT / PERIOD

EMPLOYER / JOB RESPONSIBILITY

INTERIOR DESIGNER
JAN 2002 – AUG 2006

INTER ARC (S) PTE LTD
- DESIGN CONCEPT & DEVELOPMENT
- DESIGN & CONCEPT PRESENTATION
- PROJECT CO-ORDINATION

PROJECT CO-ORDINATOR
FEB 1999 – DEC 2001

AMARA HOTEL PROPERTIES PTE LTD
- DESIGN CONCEPT & DEVELOPMENT
- PROJECT PLANNING & PROJECT MANAGEMENT

INTERIOR DESIGNER
JULY 1998 – JAN 1999

INTER ARC (S) PTE LTD
- DESIGN CONCEPT
- DESIGN DEVELOPMENT
- DESIGN & CONCEPT PRESENTATION
- PROJECT CO-ORDINATION
- OFFICE ADMINISTRATION

INTERIOR DESIGNER
JAN 1997 – JUNE 1998

TERRY FRIPP DESIGN
- DESIGN PRESENTATION
- OFFICE ADMINISTRATION

INTERIOR DESIGNER
FEB 1994 – NOV 1996

INTER ARC (S) PTE LTD
- DESIGN DEVELOPMENT
- PRESENTATIONS
- DOCUMENTATION OF DRAWINGS
- PROJECT CO-ORDINATION

INTERIOR DESIGNER
SEPT 1994 – FEB 1995

DESIGN IMAGE PTE LTD
- DESIGN DEVELOPMENT
- PRESENTATIONS
- DOCUMENTATION OF DRAWINGS
- PROJECT PLANNING & PROJECT CO-ORDINATION

JNR. INTERIOR DESIGNER
JAN 1992 – SEPT 1994

BENT SEVERIN & ASSOCIATES
- DESIGN DEVELOPMENT
- PRESENTATIONS
- DOCUMENTATION OF DRAWINGS
- PROJECT CO-ORDINATION

JNR. INTERIOR DESIGNER
AUG 1989 – NOV 1991

DAVID TAY & ASSOCIATES
- PRESENTATIONS
- DOCUMENTATION OF DRAWINGS

SOME EXAMPLES OF PROJECTS THAT I HAVE WORKED ON:

RESORTS / HOTELS

- CENTRAL KRABI BAY RESORT, THAILAND.
- BELLAGIO RESIDENCE, INDONESIA.
- MARRIOTT HOTEL 29TH STOREY SUITES, SINGAPORE.
- AMARA HOTEL, SINGAPORE.
- PRINCE MAURICE DE NASSAU, MAURITIUS.
- LEMURIA RESORT OF PRASLIN, SEYCHELLES.
- MELAKA CLUBHOUSE, MALAYSIA
- MARRIOTT HOTEL SUITES, SINGAPORE
- RAFFLES HOTEL, SINGAPORE
- HOTEL NEW OTANI, SINGAPORE.
- SHERATON HOTEL AUCKLAND, NEW ZEALAND.
- DUSIT BALIKPAPAN, INDONESIA.

RESIDENCES

- JAUW RESIDENCE, SINGAPORE.
- PHATARAPRASIT RESIDENCE, BANGKOK THAILAND.
- RESIDENCE, KL MALAYSIA.

OFFICES

- HLG SECURITIES, KL MALAYSIA
- OFFICE UNIT PUBLIC BANK, JB MALAYSIA
- NEW ZEALAND MILK PRODUCTS, SINGAPORE.