

**Yvonne Lee**

102 16-18 Wassell Street Matraville 2036 Sydney. N.S.W
 Phone: 96618245
 Mobile: 0403608322
 D.O.B: 16th April 1982

Education History

2001-Present University of Technology Sydney
 Bachelor of Industrial Design

2000 Higher School Certificate
 Our Lady of the Sacred Heart College Kensington

Personal Development

Feb-April 2004 2004 February Introduction to Mandarin Module A
 TAFE N.S.W Ultimo

Employment History

Nov 2002 - Present Cashier/Receptionist, Golden Unicorn Chinese Restaurant
 Cash Handling & reconciliation on touch screen system, customer assistance, administration, assists manager in events organisation, designing menus and signs for weddings, parties and trade gatherings.

Dec 2000 - Nov 2002 Cashier/Receptionist, Noble Dragon Chinese Restaurant
 Cash Handling, customer assistance, administration, worked under hectic conditions prior to show events.

Mar 1999 - May 2000 Casual Sales Assistant, Bags & Luggage Direct
 Customer assistance, stock management, cash handling, banking, merchandising and cleaning of stock fixtures.

Mar 1998 - Oct 1999 Casual Sales Assistant, Handbag Factory Outlet
 Customer assistance, cash handling, merchandising and cleaning of stock fixtures.

Work Experience

June 1998 (1 Week) Office Assistant, Japan Airlines
 Data Entry, reservations and ticketing, administration and reception.

Additional Skills

Languages Fluent Spoken and Written English and Cantonese
 Beginners level in speaking and writing simplified Chinese/Mandarin

| | | |
|-------------------|--------------|---|
| Computer Packages | Advanced | Microsoft Office - Word, Excel and Powerpoint |
| | Advanced | Adobe Photoshop |
| | Advanced | Adobe Illustrator |
| | Intermediate | Ashlar Vellum |
| | Intermediate | Adobe Page maker |
| | Intermediate | Solidworks 2001,+,2003 |
| | Beginner | Quark 5.0 |
| | Beginner | Aliaswavefront Maya |
| | Beginner | Macromedia Flash MX |

Others Model Making and use of workshop machinery
 Touch Typing
 Writing Business Proposals

Achievements

First Place in 2U Design & Technology 2000
 Class Member of Student Representative Council 2000

Technology Educators Association Inc State Design Competition
 Regional Winner 2000

Interests

Surfing the internet, movies, graphic design, driving and listening to music

Key Attributes

- > Proficient in conducting, reviewing and presenting information research in both written and graphic compositions.
- > Competent in generating 3-D CAD models for presentation using various software applications that encompasses a combination of 2D and 3D elements. Promptly identifies and comprehend new computer applications.
- > Recognise the use of colour and graphics to appropriately convey and enhance and distinguish design solutions.
- > Confident and flexible to work independently as well as in a team; and contributes a positive and co-operative attitude even under stressful environments.
- > Able to accept and acknowledge valuable time and deadlines; possesses a strong sense of urgency and determination.

Referees

Michael Chau
 Accountant. R.T.A
 Tel: 9344 9278

Lawrence Lee
 Manager, Golden Unicorn Restaurant
 Tel: 9344 9278