



# STEFANIE LEE

Diploma in Arts and Theatre Management | Marketing & Design Enthusiast

## EDUCATION

### REPUBLIC POLYTECHNIC

Diploma in Arts and Theatre Management  
2024-2027

### COMPASSVALE SECONDARY SCHOOL

GCE 'O' LEVEL (2019-2023)  
GCE 'N' LEVEL (2019-2022)

## EXPERIENCE

### PROJECT ACAI

April 2023- Present

Customer Service

- Maintained hygiene and cleanliness
- Multitasked during peak hours
- Coordinated with team for smooth service

### NOEL GIFTS

November 2023- March 2023

Service Associate

- Coordinated calls for earliest customer deliveries
- Managed orders and backend operations using SAP
- Mentored new part-timers to uphold service standards

### CARAMEL CRISP

November 2022-Janurary 2023

Customer Associate

- Trained new part-timers to settle in quickly
- Handled daily cash counts and kept records accurate
- Stayed efficient in fast-paced, high-pressure settings

## CO-CURRICULUM

### **STA CLUB**

- HEAD OF LOGISTICS (2025-2026)
- PUBIC RELATIONS OFFICER (2025-2026)

### **NATIONAL POLICE CADET CORPS**

- HEAD OF LOGISTICS (2021-2022)

## SKILLS

### **Soft Skills:**

- Communication
- Teamwork & Collaboration
- Leadership
- Adaptability
- Professionalism
- Problem-Solving
- Critical Thinking
- Time Management

### **Hard Skills:**

- Adobe Illustrator
- Adobe Photoshop
- Adobe Express
- Adobe XD
- Event Planning
- Logistics Management
- Visual Storytelling

## ABOUT ME

Stefanie (Stef) is a year 2 student pursuing Arts and Theatre Management at Republic Polytechnic with a keen interest in marketing. She's a thoughtful observer with a bubbly side, known for her strong communication skills, proactive mindset, and eagerness to learn. Stef is efficient, adaptable, and enjoys blending creativity with strategy to engage audiences in meaningful ways.

## LANGUAGE

ENGLISH

MANDARIN

TEOCHEW

## CONTACT



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<https://stefanielee.journoportfolio.com/>

## INTEREST



Design



Music



Travel