

**NAME** Chen Xue Ling Serene  
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Compassvale Road  
#08-632  
Singapore 540 247

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9687 2048 (Mobile)

**A. PERSONAL DATA**

**DATE OF BIRTH** 31 October 1984  
**PLACE OF BIRTH** Singapore  
**SEX** Female  
**CITIZENSHIP** Singaporean  
**MARITAL STATUS** Single  
**HEALTH** Excellent

**B. EDUCATION**

Jul 2001 - Current

**Temasek Polytechnic**  
**Diploma in Logistics & Operations Management**

**Relevant Course Work:**

Principle of Management, Organisational Behaviour, Micro Economics, Macro Economics, Business Accounting, Cost and Management Accounting, Computer Systems & Application, Managing Business Systems, Business Statistics, Principles of Marketing, Operations Management, Management Science, Logistics and Supply Chain Management, Purchasing, Principles and Practice, Work Analysis, Measurement and Improvement, Logistics and Operations Modelling, Communication Skills, Inventory Management, Manufacturing and Control Systems, Transport Management, Quality Management, E-Logistics, Logistics Planning and Control Systems, Manufacturing Systems and Planning, Distribution Center Management

**Relevant Skills:**

Microsoft Office, TradeNet, Styeline 6.0, Macromedia Dreamweaver, Macromedia Flash 5.0, Adobe Photoshop 6.0, Basic Japanese

**Bedok South Secondary School**  
**GCE 'O' Levels**  
6 Credits, 1 Distinction

Jan 1997 – Dec 2001

**Relevant Course Work:**

English Language, Chinese Language, History, Mathematics D,  
Additional Mathematics, Science (Physics/ Chemistry), Food and  
Nutrition

**C. WORK EXPERIENCE**

*Assistant Librarian*

**Bedok South Secondary School**

Jan 1997 – Dec 2000

\*Responsible for classification of books and reading materials,  
ensuring proper storage and placement of materials, helping  
students to process borrowing of books, update system book  
records for renewal of loans, overdue and purchased books.

*Checkout Service Assistant*

**Shop 'N' Save Supermarket Pte Ltd, Tampines Century Square**

Jan 2001 – Mar 2001

\*Assisted customers in solving product enquiry, handling point-of-  
sale (POS) terminal system, conduct quarterly stock-take.

*Sales Assistant*

**Coffee Bean & Tea Leaf, Singapore Expo Exhibition Center**

Dec 2000- Jan 2001

\*Preparing food and beverages for customer orders.

**D. ACTIVITIES AND HONOURS**

**Awarded:**

2003 CCA Merit Award, Temasek Polytechnic Choir

2000 Student of the Term

1997 Edusave Scholarship

**Activities:**

Assistant leader and member of Temasek Polytechnic Choir

Member of National Police Cadet Corp

**Volunteer:**

Singapore Cancer Society Flag Day, Community Service 2003,

Singapore Total Defense Course, Peer Support Leadership Camp,

Lion's Home for the Elderly

**E. REFEREES**