

Resume

Name: Woon Lan KEW (Melissa)

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Address: 18, Kingsford Drive, Point Cook Melbourne, 3030 Victoria

Summary:

I am a highly organised, dedicated person, with diverse experience in life and work and a proven commitment to projects. I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information.

Career History:

- Office Administrator & Bookkeeper at IMHS Pty Ltd (Present)
Key responsibilities: Oversee administrative & accounting issues.
- Practice Manager at Anglesea Medical Centre, Vic (2008 – 2011)
Key responsibilities: Oversee operation of the clinic
- Legal Representative in Malaysia (2005)
Key responsibilities: Probate & Conveyancing
- Assistant Regional Head & Assistant Manager in Yamaha Music Malaysia (1996)
Key responsibilities: Marketing, Wholesales
- High School Teacher at Methodist High School & Ghafar Baba Secondary School Malaysia (1990)
Key responsibilities: Teaching, Administrative work.

Education:

- Graduate Diploma Psychology (Advanced) (2022)
- Bachelor of Psychological Science, Deakin University (2019)
- Certificate IV in Book-keeping, Investment Banking Institute (2013)
- Certificate of Legal Practice (2006)
- Bachelor of Laws, London (External) (2003)
- Diploma in Education, University Malaya (1989)
- Bachelor of Arts (Economics), University Malaya (1986)

Key skills:

- Leadership experience
- Communication skills
- People skills
- Problem-solving abilities

References:

Available upon request

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ENTERTAINMENT INDUSTRY

Actor's Education

I have completed the Actors Beginners Level 1 & 2 courses, Actors Workshop Technique Studies course and I have completed the Actors Workshop Scene Study course in 2019.

Experience

2019

Halifax - Pedestrian, Bystander

How to stay married - Married couple at cafe, Reading a book

Informer - Pedestrian, Chatting and enjoying the beach scenery from a cafe

Clickbait - Print Journalist

Toyota - At Fish & Chips Cafe

Fire Rabbit - Mother of 4 young children

With Intent - Pedestrian (2021)

Ken's Quest - La Ma Ma Theatre - Reading (2021)

Fire – International guest

La Brea - Car Occupant

The Tension (Bupa) - Neighbours

Lifestyle Communities - Guest / neighbours

2020 (Covid Lockdown)

2021 (Covid Lockdown)

Ken's Quest – Reading at La Mama Courthouse

The Cleaner – Actor Casting role (Deep Clean at The Art House)

2022

Reckon - Casting role (Launderette worker)

Summer Love - Waitress

Bad Behaviour - Office Worker

Summer Love - Cafe Customer

La Brea - Military family

Betterman Black Tie (Robbie Williams show) - Diner

Hera - Passengers

Fisk (still shoot)

Safe House (Lawyer)

The Clearing (Wedding guests)

5 Bedrooms (Restaurant patron)

Love me (Restaurant patron)

Beach goers

Japanese TVC