



# KITTY LEE

## CONTACT

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## EDUCATION

July 2021

Diploma in Fine Arts

**Nanyang Academy of Fine Arts,**  
Singapore

July 2019

Chinese Traditional Art

**China Academy of Arts,** China  
Exchange Programme by NAFA

December 2017

GCE 'O' Level

**Punggol Secondary School,**  
Singapore

## LANGUAGES

### Mandarin

Advanced (C1)

### English

Intermediate (B1)

## PROFESSIONAL SUMMARY

Self-motivated outside sales professional experienced in both technical and non-technical, fast-paced team environments. Relationship building and closing expert.

## SKILLS

- Instructional Techniques
- Providing Feedback
- Student Mentoring
- Lead Generation
- Instructional Practices
- Progress Reporting
- Project Management
- Concept Development
- Process Design
- Residential Renovation
- Color and Material Application

## WORK HISTORY

January 2023 - June 2023

**Sales Executive, *Cellini Design Centre*, Singapore**

- Maintained detailed files on past transactions and designs for budget and future reference.
- Followed up with clients after installation and delivery to gauge customer satisfaction.
- Worked within budgetary constraints to advise quality and design of furniture in houses, apartments and mobile homes.
- Maintained up-to-date knowledge of store sales, payment policies and security standards.
- Listened to customer needs and desires to identify and recommend optimal products.

March 2022 - December 2022

**Interior Designer, *Design 4 Space*, Singapore**

- Designed floor plans, elevations, 3D perspective views, and material boards for review and presentation.
- Determined personalized needs, tastes and design preferences through thorough client consultations.
- Illustrated visual concepts during client presentations through detailed plans and sketches.
- Transformed uninspiring areas into warm and inviting living spaces using various lighting fixtures, materials, and products.
- Worked closely with contractors and vendors to improve project coordination, completing projects on time and within budget.

June 2021 - March 2022

**Art Teacher , *Let Colour Soar*, Singapore**

- Managed art room supplies, equipment and resources to maintain consistent supply for projects.
- Inspired students and assisted in developing creativity and self-expression through various art forms and media.
- Assisted students in developing unique artistic skills and techniques.
- Taught classes on painting, collage, and color theory.
- Attended department meetings and collaborated with other fine arts teachers.
- Developed and implemented various thematic lesson plans, utilizing age-appropriate material and focusing on relevant topics.

January 2021 - April 2021

**Internship, *Muzart*, Singapore**

- Assisted students in developing unique artistic skills and techniques.
- Taught classes on painting, collage, and color theory.
- Assessed student work and provided constructive feedback.
- Documented student work in order to exhibit and celebrate learning process of each child.
- Collaborated with colleagues to create stimulating art curriculums.
- Inspired students and assisted in developing creativity and self-expression through various art forms and media.

April 2018 - December 2020

**Restaurant Waitress, *Lao Huo Tang*, Singapore**

- Cultivated warm relationships with regular customers.
- Bussed and reset tables to keep dining room and work areas clean.
- Explained menu items and suggested appropriate options for food allergy concerns.
- Sustained calm and congenial manners during communications with angry guests, directing disgruntled clients to appropriate managers.
- Completed credit payments via card processing systems.
- Served food and beverages promptly with focused attention to customer needs.
- Set positive tone for entire dining experience as first point of contact for incoming guests.