



**CINDY  
KOO**

## INFO

- Name**  
Cindy Koo
- Nationality**  
Singaporean
- DOB**  
19<sup>th</sup> April 1983
- Address**  
Blk 610 Ang Mo Kio Ave 4  
#08-1237 S(560610)
- Mobile**  
8181 7656
- Email**  
iam@cindykoo.com

## SKILLS

- Illustrator**
- InDesign**
- Photoshop**
- Dreamweaver**
- MS Word**
- MS Excel**
- MS Power Point**

## LANGUAGES

- English**
- Mandarin**
- Japanese**
- Cantonese**
- Malay**



## WORK EXPERIENCE

- 2015 - PRESENT** **Happy Fish Creations / Singapore**  
*Graphic Designer*
  - Graphic design jobs including creation and production of corporate logos, business cards, brochures, promotional flyers, stickers, posters, etc.
  - Wordpress based website designing jobs
- 2011 - 2014** **Euroswift Retail Creations Pte Ltd / Singapore**  
*Assistant Marketing Manager (Communications & Design)*
  - Responsible in implementing all marketing communication activities and strategies
  - Overall responsibility for brand management and corporate identity
  - Established and maintained good working relationship with business associates & partners, clients and suppliers
- 2009 - 2011** **Barman Soft, Inc / Osaka, Japan**  
*Web Designer*
  - Maintained and updated company's homepage
  - Web sites translation for clients (Japanese/English/Mandarin)
  - Created visual parts for web contents (advertising banners, graphics, etc)
- 2008 - 2009** **MNC Partners Corporation/ Osaka, Japan**  
*Graphic Designer*
  - Creation and production of sales promotional items (catalogues, pamphlets, posters, flyers, manuals, company profiles, direct mails, POP, stickers, etc.)
  - Major clients include: SONY, Osaka Gas, Otsuka Pharmaceutical, LION, KAO, Shiseido
- 2001 - 2003** **Focus Preference Sdn. Bhd./ Selangor, Malaysia**  
*Merchandiser*
  - Involved in merchandising and stock checking activities
  - Tasks included sales coordination, lens purchasing, and stock management
  - Imported/exported lenses from local and overseas manufacturers



## EDUCATION

- 2006 -2008** **Osaka University of Arts/ Osaka, Japan**  
*Communication Design Course, Bachelor of Design*  
Took part in various events like silkscreen exhibitions, Osaka Hikari Renaissance 2006, and other design competitions.
- 2004 -2006** **Toyo Institute of Art and Design/ Tokyo, Japan**  
*Graphic Designer Course, Diploma in Graphic Design*  
Enrolled under the Japanese Monbukagakusho scholarship. Contributed to several team projects and co-organized artwork exhibitions.
- 2003 -2004** **Kansai International Students Institute/ Osaka, Japan**  
*Japanese Language Course, Certificate in Japanese Language Proficiency Test Level 1*  
Enrolled under the Japanese Monbukagakusho scholarship. Studies focused in Japanese Language. Achieved TOEIC test score 975/990.
- 1996 -2000** **Methodist College Kuala Lumpur/ Kuala Lumpur, Malaysia**  
*Secondary - High School Education*  
Acquired certificate for PMR [formerly known as Lower Certificate of Education (LCE)] in year 1998, certificate for SPM (equivalent to GCE 'O' Level) in year 2000.



## AWARDS & RECOGNITION

- Note book with 3 own design covers printed and sold in bookstores nationwide (Japan)
- 1st Runner-Up in Note Book Cover Design competition organized by Daigo Corporation (Japan)
- Typography Work listed in Japan's Applied Typography 2007 (日本タイポグラフィ年鑑2007)
- Best Foreign Student Award in Toyo Institute of Art and Design (Japan)
- 3rd Placing in KISI Annual Japanese Speech Competition (Japan)
- 2nd Placing in Osaka-jo Rotary Club Japanese Speech Competition (Japan)
- Received Notable Achievement Award in Arts for PMR standard in Methodist College (Malaysia)
- Representative for Primary School and won Consolation Prize in State Art Competition (Malaysia)