

JING HAN (JIM) TAY

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Driver's License: Class 3, Singapore

EDUCATION

April 2015 – September 2017	BACHELOR OF BUSINESS (INTERNATIONAL HOTEL AND RESORT MANAGEMENT) BMIHMS AT TORRENS UNIVERSITY LEURA, NEW SOUTH WALES, AUSTRALIA
2008 – 2010	NANYANG JUNIOR COLLEGE, SINGAPORE GCE A LEVEL
2003 – 2007	WHITLEY SECONDARY SCHOOL, SINGAPORE GCE O LEVEL

WORK EXPERIENCE

September 2015 - March 2016	LONGITUDE 131, BAILLIE LODGES, NORTHERN TERRITORY, AUSTRALIA F&B GUEST SERVICE HOST <ul style="list-style-type: none">• Proficient in service: Dune House fine-dining restaurant, outdoor Table 131 dining, dune top private dining, pool-side service, room service, room show• Trained to follow Ballies Integrity Management System (BIMS), first name service culture, non-negotiable sequence of service
October 2014 - April 2015	THE OVEN PRIVATE LIMITED, CAFÉ BISTRO, SINGAPORE MANAGEMENT TRAINEE <ul style="list-style-type: none">• Assisted in café pre-opening concept, menu engineering, procurement of equipment• Oversaw and managed front of house duties, service, cashier• Trained by chef to perform kitchen duties - mise en place, cooking, stewarding
September 2014 - October 2014	HOTELS, SINGAPORE BANQUET SERVER <ul style="list-style-type: none">• Worked at various hotels to acquire experience in banquet and service<ul style="list-style-type: none">◦ Shangri-La, St. Regis, Orchard Hotel, Conrad, Fairmont
December 2012 - September 2014	SAPORE ITALIANO RESTAURANT, NATIONAL UNIVERSITY OF SINGAPORE (NUS), PUCHASER, FULL-TIME SERVICE CREW, BARISTA, BARTENDER <ul style="list-style-type: none">• Assisted the company in various menu designs - increasing net profits• Helped the company substantially decrease food costs• Sponsored by company to attend a 5 week culinary certificate course and a 3 day wine course held at at-Sunrice Global Chef Academy School
February 2011 - December 2012	THE SINGAPORE ARMED FORCES 3RD SERGEANT AT THE ARMOUR TRAINING INSTITUTE (ATI) & OPPOSING FORCES (OPFOR) COMPANY <ul style="list-style-type: none">• Armour Infantry Vehicle Commander at Opfor Company, commander of 2 crews• Appointed Signals In-charge for Opfor Company & Exercise Wallaby• Performed overseas exercises<ul style="list-style-type: none">◦ Hukou Camp (Taiwan) & Exercise Wallaby (Rockhampton, Australia)

ACHIEVEMENTS

April 2015 -
August 2015

BLUE MOUNTAINS INTERNATIONAL HOTEL MANAGEMENT SCHOOL

- Nominee for Three Pillars Award in Term 2 and 3, 2015
- Achieved strong academic performance (GPA 6.0 and above) in Term 2 and 3, 2015
- Star Awards (Outstanding Male Performer) in Term 3, 2015
- Mentoring Scholarship Student (Duty Manager) in Term 2, 2016

April 2014 - May
2015

AT-SUNRICE GLOBAL CHEF ACADEMY

- Attained 5 weeks Culinary Arts and 3 days wine course awarded by At-Sunrice Global Chef Academy School

2008 - 2010

NANYANG JUNIOR COLLEGE

- Assistant Section Leader of Tuba Section
- Participated in Band Exchange Programme in Osaka, Japan

2006 - 2007

WHITLEY SECONDARY SCHOOL

- Staff Sergeant at Whitley Concert Band
- Section Leader of Tuba Section
- Achieved Silver Award in SYF 2005 and 2007

LANGUAGES

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- Fluent in English, Mandarin and Hokkien

SKILLS

SKILLS

- Proficient in
 - Microsoft Excel, Microsoft Powerpoint, Microsoft Word
 - Adobe Photoshop, Adobe Indesign, Final Cut Pro X, iMovie
 - POS (Point of Sales) System, Micros, Menu Engineering and Design

PERSONAL ATTRIBUTES

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- Adaptable, Responsible, Inclusive, Meticulous, Attention to Details

COMMUNITY ACTIVITIES

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- Volunteer for The North Face 100km Race in Blue Mountains, NSW, Australia

REFEREES

SIOBHAN DYBALL, RESTAURANT MANAGER, LONGITUDE 131, NT, AUSTRALIA

- 131fb@longitude131.com.au, +61 421154789

MR. JAMES LOH CHEF-OWNER, THE OVEN CAFÉ BISTRO, SINGAPORE

- LohLayKhoon@theovencafebistro.com.sg, +65 90069012

MR. PHILIP MAW, LECTURER, BLUE MOUNTAINS INTERNATIONAL HOTEL MANAGEMENT SCHOOL, NSW, AUSTRALIA

- Philip.Maw@bluemountains.edu.au

