

# Naomi Wong

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## PROFILE

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Bachelor of Design (Graphic Design) student at University of Melbourne, and result and detail-oriented with design and communication skills.

Part time waiting staff at Japanese restaurant (Mr. Ramen San), skilled and experienced with communication, customer service, time-management, problem solving, and multi-tasking. Hold a passionate and responsible attitude and aim to offer pleasant experience and satisfy customers' needs

## EDUCATION

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### Melbourne | Bachelor of Design

Jan, 2024 - Dec, 2026

The University of Melbourne

- Major in Graphic Design
- WAM: 80.062
- Achieved H1s for all graphic design related subjects (2024 first year & 2025 second year)
- Proficiency in graphic design software such as Photoshop and Illustrator, and other relevant tools
- Attention to design and aesthetic considerations involve refining processes, with considerable attention to details
- Collaborated projects require group work, enhancing communication skills and developing positive relationship with team-mates
- Utilise digital softwares and materials to practically create communicative and conceptual contents
- Relevant course work: Research of current trend, design techniques, and innovative ideas.
- Creation of promotional posters, books, short films, albums, and merchandises with digital tools. Presenting and communicating ideas to targeted audience
- Total of 1 year learning in construction and half year of on-site experience
- Total of 1 year learning in urban planning and half year of project planning experience

## RELEVANT EXPERIENCE

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### Waiting Staff

Sep, 2021 - Present

Mr. Ramen San, Melbourne

- Guaranteed accurate orders per day in a fast-paced environment
- Developed positive communication with customers and resolve complaints benefit both customers and restaurant. Addressed customer service requests and resolved issues with services
- Sustained effective and friendly communication with 20+ team members
- Prepared side dishes and drinks, increasing sales through recommending popular items tailored to customers' preferences
- Processed transactions, cash handling and card payments
- Upheld store set-up and closure, ensure hygiene and cleanliness of restaurant on daily basis
- Maintained inventory tracking system for front of house operational supplies and drink stocks on daily basis
- Training new hires on front of house operating techniques and communication skills with kitchen staffs, meeting requirements from superiors and ensure smooth restaurant operation with team cohesion

### Graphic Design Internship

Nov, 2025 - Present

Australian Christian Legal Society, Melbourne

- Designed **PowerPoint presentations** to support internal and client communications.
- Created **promotional posters, flyers, and email banners** to support marketing campaigns.
- Developed **site maps and visual layouts** for web and digital projects.
- Collaborated with the design team to ensure brand consistency across all materials.

## SKILLS

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- Collaborated as a Team
- Customer Service & Communication
- Attention to details

- Adaptability & Fast Learner
- Identify and Resolve Problems
- Processed transaction and cash

## **LANGUAGES**

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English  
Cantonese  
Madarin