

**Jonathan Poon**

**Full Name: Jonathan Ka Chun Poon**

Date of Birth: 29/08/1987

Address: 7 Congreve, Tinkers Bridge, Milton Keynes, MK6 3DR

Mobile: 07889523248

Email: [jonkpoon@gmail.com](mailto:jonkpoon@gmail.com)

Permits: British Passport / Hong Kong I.D /  
China Home Return Permit

Languages: Cantonese, English, Basic Mandarin

Driving License: Full

**PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS**

**Online Marketing (Professional Development)**

**Jun 08 - Jun 09**

BioMed Central, King's Cross, London

- Always communicating and working with different departments such as editorial, web management, customer services, press release, sales team to make sure all the subscribed mailing content is correct to be published
- Managing tasks and on-going projects with different deadlines
- Maintaining journal websites and Marketing Intranet
- Managed Online Marketing department as supervisor was away for 2 weeks; I was left to supervise all the projects
- Created Journal E-Mail templates in HTML
- Managed registrants, editors and 3<sup>rd</sup> party subscribers database
- Managed all the statistics of mailings for monthly reports

**Sales Advisor**

**Apr 06 - Dec 08**

TopMan, Milton Keynes

- Running the store smoothly as a valued team member, maintaining and arranging the products and operating the till
- Delivering customers first class customer service and to identify and rectify their problems with their products
- Stock managing and replenishing shop floor to maximize sales

**Junior Programmer**

**Aug 05 - Sept 05**

Oakleaf, Northampton

- Bug Fixing on current software's ensuring they work and continuously updated on the network for our training officers to take away to use
- Data Entry from customers building details into our database
- Communication with supervisor to discuss bug errors and solutions to fix

**Sales Assistant**

**Feb 05 - Aug 05**

Wickes, Bletchley, Milton Keynes

- Running the store smoothly as a valued team member, maintaining and arranging the products, cashing up on the till and
- Delivering customers first class customer service and to identify and rectify their problems and to assist customers with heavy products
- Stock managing and replenishing shop floor to maximize sales

**Operative**

**Sept 03 - Sept 04**

Yenz Chinese Take Away, Milton Keynes

- Running the store smoothly as a assistant manager role, maintaining and arranging the stock, cashing up on the till and cleaning shop floor
- Delivering customers first class customer service and to identify and rectify their problems
- Stock managing and replenishing shop floor to maximize sales
- Managing the delivery drivers with different locations to delegate

## ACADEMIC HISTORY

Brunel University, Uxbridge <b>Multimedia Technology &amp; Design BSc (Hons) + Professional Development (2:2)</b>	<b>Sept 2006 - July 2010</b>
Brunel University, Uxbridge Computer Systems Engineering BEng (Hons)	<b>Sept 2005 - April 2006</b>
Milton Keynes College IT Practitioner BTEC National Diploma (DDM / AAB)	<b>Sept 2003 - June 2005</b>
Sir Frank Markham Community School, Milton Keynes, 10 GCSE's 8 B-D's	<b>Sept 1999 - July 2003</b>

## OTHER AWARDS / ACHIEVEMENTS / ACADEMIC RESPONSIBILITY

- Student Representative for National IT Practitioner Diploma
- Student Representative for Computer Systems Engineering Level 1
- Student & Board Representative for Multimedia Technology & Design Level 1, 2 & 3
- Founder / President & Webmaster of Brunel ABACUS Society

## AREAS OF EXPERTISE

- |                       |                        |                              |
|-----------------------|------------------------|------------------------------|
| • Administration      | • Team Work            | • Training / Development     |
| • Web Management      | • Auditing             | • Loss Prevention            |
| • E-Marketing         | • Exceeding Targets    | • Identifying Customer Needs |
| • Team Leadership     | • Marketing            | • Merchandising              |
| • Project Management  | • Stock Control        |                              |
| • Time Management     | • Communication        |                              |
| • Database Management | • Computer Literacy    |                              |
| • Organising          | • Financial Management |                              |

## ADDITIONAL SKILLS

- |                    |                          |
|--------------------|--------------------------|
| • Mac & PC User    | • Autodesk 3Ds Max       |
| • Microsoft Office | • Adobe Creative Suite 5 |

## INTERESTS

- |                |                            |
|----------------|----------------------------|
| • Scuba Diving | • Squash                   |
| • Photography  | • Martial Arts             |
| • Filming      | • Club Promotions          |
| • Gaming       | • Organising Social Events |
| • Gym          | • Web Design               |
| • Football     | • Animation                |
| • Badminton    |                            |

### \*References

Available on request