



# JENNY CHIEM

ADMINISTRATION | COORDINATOR

## ABOUT

I'm experienced in administration and project coordination, now looking for a fulltime job within these fields. I have an entrepreneurial spirit with a bubbly personality, ongoing passion projects and I'm open minded to workplaces involving different people and culture. To add, got a big passion for dancing, love watching TV-series and salty liqourice is definitely something I can't live without!

## PROFESSIONAL SKILLS

Administration  
Marketing  
Communication  
Team Lead  
Project management  
Content creation  
Branding  
E-commerce  
Networking  
Web content development  
Web content migration  
Corporate blogging  
Copywriting  
Event management  
Storytelling  
Sales  
Interviewing  
Photo editing  
E-mail marketing  
Retail  
Market research  
Community management

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Team player  
Motivated  
Dedicated

## COMPETENCIES

Languages  
- Swedish  
- English  
- Chinese (Cantonese)

Tools  
- Microsoft Office  
- Photoshop  
- Illustrator  
- Indesign  
- Wordpress  
- Mailchimp  
- Tweetdeck  
- Bronto  
- Magento (e-commerce)  
- 3D Studio Max  
- Adobe Experience Manager

## WORK EXPERIENCE

### COMMUNICATION SPECIALIST

IKEA of Sweden, Älmhult | July 2021-Aug 2022

- Supporting teams with internal communication

### TECHNICAL ADMINISTRATOR | COORDINATOR

Burlövs Kommun, Arlöv | Dec 2020-June 2021

- Supporting teams with internal and external communication projects

### WEB CONTENT SPECIALIST

Tetra Pak Sverige, Lund | June-Aug 2020

- Team lead Web Content Migration

### CONTENT CREATOR | VOLUNTEER

Kulturföreningen IVER, Malmö | Sep-Nov 2019

- Produce content (photo and text) on Facebook and Instagram for Malmö Dance Week 2019, an International Streetdance festival
- Increase online traffic to website and social media channels

### 3D COORDINATOR

Inter IKEA Group, Älmhult | May 2018-June 2019

- Coordinate 3D projects

### CONTENT & COMMUNITY MANAGER | VOLUNTEER

Creative Mornings Malmö | July 2016-Nov 2018

- Produce content (photo and text) for Facebook, Instagram and Twitter
- Arrange team meetings, both online and offline
- Plan monthly events
- Community management

### DIGITAL PROJECT MANAGER

Minut, Malmö | June-Oct 2017

- Project management, administration and digital marketing

### DIGITAL CONTENT PRODUCER | VOLUNTEER

Malmö Startups | May-June 2017

- Content planning for social media
- Create communication plan

### PROJECT COORDINATOR

Telia Company, Malmö | Jan-March 2017

- Project coordinator for fiber network projects

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## CAREER HIGHLIGHTS

- Finalist Diversity Challenge 2009
- Adobe Nordic First Intern 2011
- Writer of an Anthology 2011
- Adobe Creative Meetup 2016
- Malmö Dance Week 2019

## EDUCATION

- Blekinge Institute of Technology  
Karlskrona, 2004- 2007  
Bachelor's Degree -  
Behavioral Sciences (Psychology)
- Academedia Eductus  
Malmö, 2009-2011  
Bachelor's Degree -  
Creative Marketing

## PASSION PROJECTS

- My blog & other social media
- GotoAndSurf, Cabo Verde
- The Color Run, Happiest 5k

## CONTACT

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Website: [www.jennychiem.com](http://www.jennychiem.com)

## SOCIAL

Facebook: [@chiemjenny](https://www.facebook.com/@chiemjenny)  
Linked In:  
[www.linkedin.com/in/jennychiem/](http://www.linkedin.com/in/jennychiem/)

## WORK EXPERIENCE

### SOCIAL MEDIA MANAGER

Adobe | Nov 2016 (freelance)

- Create social media strategies and communication plan
- Live-tweet during Nordic Creative Meetup Tour

### TECHNICAL ADMINISTRATOR

Skanova, Malmö | July-Dec 2016

- Technical administrator for fiber network projects

### ONLINE MARKETING COORDINATOR

RJ & Co Solutions, Melbourne, Australia | Feb-Apr 2016

- Project management
- Digital marketing

### SALES ASSISTANT

David Jones, Melbourne, Australia | Dec 2015

- Retail

### SOCIAL MEDIA MANAGER | VOLUNTEER

Internet i Fokus, Malmö | Dec 2014-July 2015

- Arrange events
- Responsible for social media
- Community management
- Keep followers updated with the latest news in digital marketing

### TECHNICAL ADMINISTRATOR

Skanova, Malmö | June-Aug 2015

- Technical administrator for fiber network projects

### BRAND MARKETING COORDINATOR

Guthy-Renker Scandinavia AB, Malmö | Apr 2014-Apr 2015

- Marketing
- Communication
- Advertising
- E-commerce
- Branding
- E-mail marketing

### MARKETING ASSISTANT | INTERN

Dreamwork Scandinavia AB, Helsingborg | Oct-Dec 2013

- Marketing
- Communication
- Produce content for website
- E-mail marketing

### PROJECT COORDINATOR | HEADHUNTED

Ricoh Europe, Stockholm | Apr-July 2013

- Project management for Visual Communication