



Sonia Ng

Account Executive

I'm a dedicated and detail-oriented professional professional, committed to ensuring tasks are completed efficiently while always looking out for the well-being of my team. Continuously seeking opportunities to learn and grow, I approach new challenges with enthusiasm and a commitment to personal and professional development. My passion lies in curating exceptional experiences for others, fueled by my passion for creating magic in the moment. Beyond work, I enjoy indulging in crafts, reading, and crocheting in my spare time.

Experience

2023 - 2024

Foray Communications, A Part of the Distilleri Group | Singapore

Account Executive

Experienced Events Account Executive with expertise in managing complex environments and proficient in logistics, vendor coordination, and timeline management. Skilled in interacting with diverse stakeholders to and maintaining high levels of organization and attention to detail to ensure smooth event execution. Proven ability to handle multiple tasks under pressure, with excellent verbal and written communication skills. Adept at working cross-functionally to achieve mutual benefits and align schedules and objectives.

Projects I've lead and worked on include:

- PUB Singapore World Water Day 2024
- SkillsFuture Festival Creative Campaign 2024
- Grand Prix Season Singapore 2023
- POSB PAssion Run For Kids 2023
- PUMA Nitro Run Club & Social Media

2022 - 2023

Sassy Mama Singapore | Singapore

Writing Assistant & Junior Content Manager

Writer and Junior Content Manager adept at crafting editorial articles spanning diverse topics. Proficient in SEO research, managing social media coverage for events and producing weekly newsletters. Skilled in liaising with clients for paid content scheduling and coordinating with teams for content schedules.

2021-2022

HOODS INC. | Singapore

Production & Scriptwriting Intern

Production and Scriptwriting Intern skilled in crafting scripts for TV shows and generating innovative concepts. Proficient in sourcing wardrobe and props, as well as ensuring welfare on set. Capable in pre-production and on set tasks for seamless project execution.

Projects I've worked on include:

- Sunny Side Up | MediaCorp
- What Lies Ahead | eTiQa Insurance

Contact

Phone

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Email

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Portfolio

View my portfolio [here](#)

Education

2022

Diploma in Media & Communication

Singapore Polytechnic

Expertise

- Project Management
- Clients Management
- Partnership Management
- Logistics & Vendor Coordination
- Timeline and Itinerary Management
- Conceptualisation, Organisation & Execution of Brand Launches, Activations & Festivals
- Event Marketing, PR & Social Media

Language

- English
- Chinese

Reference

Omar Sanusi

Account Director, Foray Communications

Phone: 9733 7645

Reeves Mahmud

Creative Lead, Foray Communications

Phone: 9825 8776