

YEOWON YOON

Singapore | Jakarta | SG: +65 8590 9997 | ID: +62 878 0878 1216 | WONI.YOON17@GMAIL.COM

PROFILE

Multilingual professional with an international academic background and experience across administrative support, creative projects, and cultural events. Having lived and studied in South Korea, Indonesia, the United Kingdom, and Singapore, I am highly adaptable in multicultural environments and comfortable working across Korean, English, and Indonesian contexts. My experience includes administrative coordination, document translation, event support, and stakeholder communication, combined with a strong attention to detail and organizational skills.

WORK EXPERIENCE

Curatorial Intern, Gallery Operation

May 2025 – Dec 2025

The Columns Gallery – Singapore

- Assisted gallery management in coordinating daily operations and exhibition preparations.
- Supported event planning and visitor engagement during exhibitions and gallery programs.
- Managed guest interactions and maintained professional communication with artists, partners, and visitors.
- Assisted with financial audits and preparation of marketing and project proposals.

Administrative Assistant

Mar 2024 – May 2025

PT Mega Sentosa – Jakarta Selatan

- Supported proposal development through research and writing assistance to ensure well-prepared documentation.
- Translated business and administrative materials between Korean, English, and Indonesian to facilitate internal and external communication.
- Maintained organized documentation and administrative records to support efficient company operations.

Art Gallery Assistant

Sept 2024

UltraSuperNew Gallery – Singapore

- Assisted in organizing exhibition displays and supporting gallery events.
- Contributed to exhibition preparation during Singapore Design Week typography exhibition.

Document Translation

PT Mega Sentosa – Jakarta Selatan

May 2023

- Provided Korean–English document translation support for company materials and communications.

EDUCATION

Bachelor (Hons) in Industrial and Product Design

2023 – 2026

LASALLE, UNIVERSITY OF THE ARTS SINGAPORE

GOLDSMITHS, UNIVERSITY OF LONDON

MPharm, Pharmacy

2021 – 2022

MPHARM - Year 1

UNIVERSITY OF EAST ANGLIA, UNITED KINGDOM

Diploma in Biomedical Science

2020

MDIS College Singapore

SKILLS

Professional Skills

- Administrative coordination
- Cross-cultural communication
- Event and project support
- Document translation
- Stakeholder communication

Software

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Microsoft Excel
- Google Workspace
- Rhino 7

PROJECTS

NEU Industries x Lasalle

2025

Project Title: Patient Transfer

This innovative patient transfer device ensures smooth and convenient movement for both patients and caregivers. Designed with an adjustable height feature, it accommodates various transfer needs, while the rotatable chair—equipped with a secure lock-and-unlock mechanism at the back—enhances flexibility and control. By addressing all the limitations of traditional glide board transfers, this product provides a safer, more efficient, and user-friendly solution for patient mobility.

Samsung x Lasalle

2024

Project Title: Future Home

This project explores the development of a digital appliance tailored to Gen Z lifestyles and preferences. Recognizing that many Gen Z individuals live in compact urban homes with limited storage space, the project proposes a redesigned refrigerator that integrates dedicated compartments for skincare products and health supplements alongside food storage. Instead of requiring a separate beauty fridge or cooler for cosmetics, the design incorporates a temperature-controlled section specifically optimized for skincare preservation. By combining food and personal care storage within a single appliance, the concept addresses space constraints while supporting Gen Z's growing interest in wellness, self-care, and efficient living.

Creative Labs x Lasalle

2024

Project Title: Soundscape 2030

This project explores a future where audio technology seamlessly integrates into everyday environments to enhance immersive experiences. In response to this brief, I designed an attachable speaker system that integrates directly with a gaming chair, allowing sound to be positioned closer to the user rather than coming from distant external speakers. The detachable speaker module can be easily mounted onto different types of gaming or office chairs, offering flexibility and adaptability across various setups. By bringing directional audio closer to the body, the design enhances immersion during gaming, media consumption, and virtual experiences while reducing the need for large external sound systems, envisioning a future where audio technology becomes a natural extension of the furniture and environments we interact with daily.

AWARDS

Creative Labs Special Mention Award

2024

Selected as an individual who demonstrated exceptional influence and excellence.