

Ng Shu Xuan Sherval

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Internship Objective

A second-year student pursuing Diploma in Digital Design and Development seeking internship as a UI/UX Designer. Willing to learn and eager to contribute to the company with knowledge in Adobe, HTML and CSS for front end and Python, and JavaScript for back end.

Summary of Key Skills

- Programming using Python, JavaScript, HTML, CSS
- Designing with Adobe Illustrator and Photoshop, IbisPaint X.
- Database Systems with MySQL
- Video Editing on Kinemaster, CuteCutPro, AlightMotion.
- Problem Solving
- Creative Thinking
- Communication
- Teamwork

Education

Republic Polytechnic

Anticipated completion date: Apr 2026

Diploma in Digital Design and Development

Orchid Park Secondary School

2019 – 2022

'O' Levels

Work Experience

Delicious Delight

2019 – 2022

Sales Associate

- Utilized problem-solving skills to resolve consumer disputes, ensuring satisfaction and maintaining positive relationships.
- Demonstrated strong communication abilities by addressing and resolving customer inquiries effectively.
- Cash handling experience.
- Assisted with profit loss calculations which resulted in commendations for accuracy and efficiency from senior management.

Delicious Delight
Administrative Coordinator

2022 – present

- Developed and maintained an efficient sales calculator which centralized calculations for multiple locations which resulted in across the board workflow efficiency.
- Resolved various inventory and logistic issues by streamlining processes and increasing layers of accountability.

Volunteer and Leadership Experience

Republic Polytechnic
Republic Magic
Vice-President / Secretary

2023 – present

- Devised and executed training curriculum to upskill junior members, enhancing team performance and ensuring a high standard of work in live show settings.
- Managed various teams of up to 15 for various evens and performances in multiple Singapore locations, fostering collaboration and leadership while ensuring seamless execution in high-pressure environments.
- Spearheaded the coordination of pop-up shows across Singapore, managing logistics, audience engagement, and team collaboration to deliver successful events.
- Oversaw administrative responsibilities, including attendance tracking, document management, and email communication, ensuring clear and efficient coordination across all team members.

Achievements & Awards

- Edusave Award For Achievement, 2022
 Good Leadership and Service (EAGLES) 2022
- Outstanding Student Award 2024

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