

KAELYNN FONG

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OBJECTIVE

Motivated student who wants to gain various types of job experience in many different job sectors and is always looking to improve her skills. A dedicated and adaptable individual aiming to join a dynamic team to gain deep exposure to the IT industry, best practices, and contribute strong analytical thinking to improve process efficiency.

EDUCATION

2024 - Present

Diploma in Digital Design and Development

Republic Polytechnic, Year 2

Relevant modules taken:

- UI/UX design
- Immersive technologies
- Business Intelligence

2022 - 2024

Higher Nitec in Financial Services

Institute of Technical Education College Central

Learned about insurance and banking.

2018 - 2021

O' Levels

Naval Base Secondary School

Studied Art and Literature.

Internship availability: **44 weeks** (16 Mar 2026 to 15 Jan 2027)

EXPERIENCE

May 2025 - Present

Chip Guan Heng Holdings Pte Ltd

Event Crew Server (Freelance)

- Delivered exceptional customer service by serving ice cream and desserts efficiently and with a friendly, professional attitude
- Maintained a clean, organised, and hygienic serving area in compliance with food safety standards
- Created a welcoming and positive atmosphere that enhanced guest satisfaction and event success

Sep 2024 - Present

JSSL Singapore

Administrative Clerk (Part-time)

- Managed player registrations, maintained accurate records, and updated databases with key league information
- Demonstrated strong organisational and multitasking skills in a fast-paced sports environment
- Responded to enquiries from parents, players, and partners in a timely and professional manner

Mar 2023 - Present

Haven Infantcare

Administrative assistant (Freelance, Mar 2023 – Aug 2025)

- Designed simple visual materials and internal posters using Canva to support office communications and events
- Assisted with scheduling, filing, and general office administration
- Supported daily operations by organising data, maintaining records, and preparing correspondence

Assistant Teacher (Freelance, Aug 2025 – Present)

- Supported the main teacher in caring for and supervising young infants in a safe, nurturing, and engaging environment
- Assisted with daily routines such as feeding, diapering, and maintaining cleanliness and comfort for each child

Sep 2023 – Apr 2024

Prudential Assurance Company Singapore

Innovation Intern (Internship, Sep 2023 – Feb 2024)

- Supported the development and implementation of innovative projects aimed at improving business processes and customer experiences
- Assisted in brainstorming sessions, idea evaluations, and prototype testing to drive innovation initiatives
- Collaborated with cross-functional teams to document findings, prepare reports, and present insights to stakeholders
- Contributed to the planning and coordination of innovation workshops and internal events to promote a culture of creativity and continuous improvement

Project Assistant (Contract, Feb 2024 – Apr 2024)

- Supported the development and implementation of innovative projects aimed at improving business processes and customer experiences
- Assisted in brainstorming sessions, idea evaluations, and prototype testing to drive innovation initiatives
- Collaborated with cross-functional teams to document findings, prepare reports, and present insights to stakeholders

- Contributed to the planning and coordination of innovation workshops and internal events to promote a culture of creativity and continuous improvement

SKILLS & ABILITIES

SOFT SKILLS:

Team Player, Decision-Making, Patience, Customer Service, Problem Solving, Creativity, Communication, Active Listening, Good Work Ethic, Attention to Detail, Adaptability, Positivity, Empathy

TECHNICAL:

- **Microsoft Office:** Excel (Proficient), Power BI (Proficient), Word (Proficient)
- **Design Tools:** Canva (Proficient), Adobe Illustrator (Intermediate), Adobe Photoshop (Intermediate), Figma (Basic)
- **Programming:** Python (Intermediate), HTML (Beginner), CSS (Beginner), C# (Beginner), JavaScript (Beginner)

LANGUAGES

English (Native Proficiency)

Chinese (Limited Working Proficiency)

CERTIFICATIONS

WSQ Food Safety and Hygiene Level 1 · SHRM College · 2021

Fundamental Certificate in Early Childhood Care and Education · Advent Links - SAUC Education Centre · 2025

It prepares me to work as support staff, or para-educarers, in early childhood settings by providing me with foundational skills in child development, classroom management, and care.

Director's Roll of Honour · Republic Polytechnic · 2025, Year 2 Semester 1

Awarded for being in the top 10% of the cohort