



Duane Tan

Bachelor of Commerce (International Business)

A passionate and adaptable individual interested in investments, financial analysis and disruptive innovations.



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SKILLS

MS Office (Word, Excel, PPT)



HTML & CSS



Adobe Photoshop



Adobe Illustrator



LANGUAGES

English



Chinese (Mandarin)



Chinese (Hokkien)



INTERESTS

Financial Data Analytics

Startups

Travelling

Diving

WORK EXPERIENCE

Sales and Marketing Associate

Millie's Enterprise

10/2016 – 08/2017

Singaporean SME specialising in regional wine and spirits trade

- Piloted the e-commerce arm of the firm by setting up and managing accounts with digital retailers such as Redmart and UberEats
- Designed and executed multiple digital marketing plans that boosted firm's SEO and exceeded sales target by 25% for 4 consecutive months. Digital sales figures were consistent with a minimum of 5% month-on-month growth
- Managed multiple customer accounts and assisted with specifications listed by clients such as wine label designs, promotional support and specifications to orders

Contact: Grace (CEO) – 93864298

Intern

K-Green Trust (Keppel Infrastructure Trust)

12/2012 – 02/2013

- Analysed trends of various macro-economical factors to evaluate the risk and opportunities of target locations, thereafter presenting the data to the team
- Sourced and assessed potential global assets for acquisition by analysing key indicators such as foreign exchange fluctuations, political landscape, and legal considerations. Presented the case to C-level executives after consultation with team

Contact: Yves – 97562217

Republic of Singapore Air Force

Air Operations Specialist

12/2013 – 08/2015

- Took the initiative to design an excel-based system to streamline work processes for the statistical analysis of aerial data in the base. System was nominated for the Workplace Improvement Team Scheme (WITS)
- Managed day-to-day operations in the Changi Air Base control tower, with responsibilities such as mission brief to senior commanders, manpower management, and ensuring that all flight deconfliction protocols and safety measures are adhered to

EDUCATION

Bachelor of Commerce (International Business)

The University of Adelaide

09/2015 – 03/2017

GPA: 5.92/7

- Student Representative: Started various inter-discipline activities to build the student cohesiveness on campus
- Addressed concerns of student body by raising key issues to senior staff and the Dean.

Diploma in Banking and Financial Services (Financial Trading)

Singapore Polytechnic

04/2010 – 03/2013

GPA: 3.0/4

- Vice President, SP Student Entrepreneur Club: Spearheaded collaborations between the campus and highly esteemed industry professionals to organise entrepreneurship talks for the student population
- Oversaw the restructuring of SP Student Entrepreneur Club when its social enterprise arm established itself as an independent club

PROFESSIONAL ACHIEVEMENTS

CMFAS M5, M9, M9a & HI

Enactus Responsible Leadership Program Graduate