

# RYAN TAN JUNWEI

Multilingual Communications and New Media undergraduate with experience in designing and creating webpages. Competent in conducting qualitative and quantitative research methods to aid in communications policy planning. Detail-oriented and focused on delivering quality work.

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## EDUCATION

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**National University of Singapore**

*Aug 2020 - Present*

**Bachelor of Arts in Communications and New Media**

- Major in Communications and New Media.
- Minor in Japanese Studies, and Interactive Media Development.
- Current cumulative average point (CAP): 4.62
- Expected Date of Graduation: May 2023

## SKILLS

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### Languages:

- English (A levels, General Paper)
- Chinese (A levels, Chinese Language)
- Japanese (Basic)

### Technical Skills:

- Trained in public relations writing and campaign planning.
- Adept in quantitative and qualitative research methods.
- Proficient in the use of the Microsoft Office Suite.
- Familiar with HTML, CSS, JavaScript, R, Python, and VBA.

## WORK EXPERIENCE

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**Singapore Armed Forces, Corporal**

*Feb 2018 - Feb 2020*

- Directed weekly inspection and maintenance sessions for a fleet of vehicles, ensuring it would be ready for operations at any given time.
- Led battalion in maintaining and upgrading radio communication capabilities, allowing it to possess a more robust communication system within a month.
- Tested hard- and software as a computer technician alongside a small team of peers for Defence Science and Technology Agency projects, contributing to their successes.

**Boehringer Ingelheim, Veterinary Education & Communications Intern**

*Jul 2022 - Dec 2022*

- Led a project to develop marketing material destined for the Southeast Asian region, ensuring that the project was completed efficiently and excellently.
- Collected and analysed qualitative data about rabies outbreaks in the region, and presented recommendations based off these findings to assist colleagues in their planning for their corporate social responsibility initiatives.
- Managed resource databases and implemented improvements to facilitate archival and inspection of content.

## **CO-CURRICULAR ACTIVITIES AND VOLUNTEER EXPERIENCES**

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### **Catholic Junior College Political Science Society, Member**

*Feb 2016 - Aug 2017*

- Debated with fellow members, allowing for a more nuanced understanding of numerous political issues discussed.
- Co-chaired a council within organisation's inaugural internal model united nations event, contributing to event's processes and success.
- Participated in numerous external model united nations events, such as the Dunman High model ASEAN plus summit 2016, and the 2017 Hong Kong Model United Nations.

### **Catholic Junior College Thailand Volunteerism Program, Photographer**

*Jul 2016 - Nov 2016*

- Raised funds for program, promoting goods to fund the building of a water tank for a Karen Hill tribe.
- Co-prepared of lesson plans used to teach the children of our beneficiaries.
- Photographed event highlights, capturing important moments use by participants and the school.

### **Beatty Secondary School Student Council, Vice-President**

*Jul 2014 - Jul 2015*

- Managed administrative matters and duty planning rosters, increasing the efficiency by reducing manpower requirements by at least 50%.
- Handled feedback and disciplinary issues posed by members of the student council, and proposed measures that served to rectify them.
- Participated in the school's 2015 Secondary 1 Orientation Camp as part of the organizing committee, playing a pivotal role in the event's success by bridging the gap between the other student leader groups involved in its execution.

## **ADDITIONAL INFORMATION**

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- **Interests:** Kayaking, Cooking, (Japanese) art history