
ADARIUS SEAH JUN XIAN

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WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn Profile: [Adarius's LinkedIn](#)

EDUCATION

Diploma in Law and Management: 05/2024

Temasek Polytechnic

GCE 'O' Level Certificate: 01/2021

Kent Ridge Secondary School

CURRENT EDUCATION EXPERIENCE

Diploma in Law and Management, Temasek Polytechnic

- Achieved A's in modules such as Business Accounting and Legal Systems
- Achieved “Distinction” Grade for Family Law

Completed modules in:

- Legal Skills
- Legal Methods
- Legal Systems
- Law of Tort
- Contract Law
- Legal Innovation & Technology
- Criminal Law
- Family Law
- Conveyancing Law & Procedure
- Company Law

SKILLS

Competent in utilising legal research software such as LawNet, LexisNexis, and Elitigation

Assessed and ICDL certified (under SAL) in the 5 basic domains required in the legal and technological fields: Microsoft Excel, PowerPoint, Cyber Security, Word Document, MS Teams

Highly proficient in database interpretation with Customer Traffic Data and Events Scheduling

Obtained the requisite skills to analyse cases in a variety of legal specialties including Family, Criminal, Tort, and Contract Law

Capable in procedures such as contract drafting and conveyancing policies through school experience

Adept at general legal skills such as case reading, legal research, legal report writing and statutory interpretations.

**Maintaining Positive Dynamics in Team Events
Autonomous Project Management**

Exemplary Team Event Management

WORK HISTORY

Operations and Customer Executive in Facilities Management (August 2023 – Current)

KICK OFF! SG

- In this role, I contribute to the day-to-day operations of one of Singapore's renowned recreational futsal companies by ensuring the operational excellence of the premises, responding to corporate enquiries and event planning, to assisting with daily customer needs on site
- I have gained immense experience in working with a small roster of staff to host events for corporations such as SGX, SembCorp and Singapore Police Force which has given me greater confidence in being a part of the execution of team events with the resources provided on hand.
- Despite my initial uncertainty with database interpretation in this new job scope, I have overcome this hurdle by remaining receptive to daily critique on further improvisations I can make to better analyse customer data traffic and planning for events scheduling.

Outdoor Service Assistant for The Golf Wing (November 2021 – January 2022)

Dusit Thani Laguna Singapore

- In this role I was tasked with the caddying of golf players and ensuring a smooth customer experience for esteemed club members at an internationally recognised resort
- It provided me with my first introduction to service work and it gave me greater insight into the service industry and hone my professional interaction and etiquette skills
- I was introduced to the hotel management industry and the day-to-day interconnection between the Club wing and the Resorts wing, which allowed me to elevate my meticulousness through constant inventory handling and routinely shuffling of customer bookings.

ACTIVITIES

TP Business Studies Club (2023-Present)

- Part of the Sub-Committee of Business Studies Club for Academic Year 2023/2024
- Acted under the Programmes Department for the Organising Committee of Business School's Synergy Leader Camp 2024
- Acted as a Business School Tour Guide for Business School during TP Open House 2024
- Acted as an OGL for Business School's 2024 Freshman Orientation

TP LawInc (2023-Present)

- Part of the Sub-Committee of the Law and Management Interest Group, TP LawInc for Academic Year 2023/2024
- Acted as an OGL for Law and Management's 2023 Freshman Orientation
- Acted as an OGL for Law and Management's 2024 Freshman Orientation

TP Adventure Club (2023-2024)

- Part of the Sub-Committee of Adventure Club for Academic Year 2023/2024
- Acted under the Logistics Department of the Organising Committee for Adventure Club's Overnight In-house Camp

Basketball Club (2019-2021)

- Dedicated 3 years to the Basketball Club as I rose from a fringe team member to Vice-Captain of the Basketball CCA. I cultivated a level of purpose, and placing the needs of a team before myself whilst striving to promote open dialogue to foster better team spirit across the years.
- Leadership and overall team contribution awarded me with the honour of being nominated for the Singapore National Combined Schools U16 Basketball Squad
- Participated in various team competitions which included strenuous and timely routines whilst spearheading my team by memorisation of team plays and positional organisation on the court.
- Contributed to civic engagement during an Overseas Camp aimed at refurbishing an elderly home in Johor Bahru as part of a Values-In-Action Campaign

Debate Club (2018-2019)

- Engaged in critical thinking and enhanced inter-personal persuasive skills through rigorous sparring with senior debaters
- Participated in 2 national competitions for public speaking which developed my structural thinking ability and raised my confidence levels in addressing the masses.

Sport Leaders Committee (2019-2021)

- Engaged in various projects such as responding to the pandemic and serving as a Safe Distance Ambassador as part of the Committee of Leaders within the school to uphold the strict guidelines in place.

- As a Sports Leader in the Organising Executive Committee, I was honoured with creative control over the annual Sports Day which allowed me to adapt between independent and collaborative work. It gave me the opportunity to both spearhead and delegate which were beneficial over the success in hosting such a key school event in spite of the specific demands in place.
- Engaged in civic enhancement with the local community at West Coast Rocks to organise and manage activity stalls for all residents in the area. I garnered a special appreciation for community engagement and gained invaluable experience working alongside fellow leaders in the community.

ACHIEVEMENTS

2023

- Achieved “Distinction” Grade for Family Law Module

2021

- EAGLES Award for Achievement, Good Leadership and Service
- Special Commendation Award for Outstanding Contribution (Sports Leader)
- Commendation Award for Outstanding Contribution (Basketball)
- Commendation for Outstanding Academic Performance (Best in English Language)
- Nomination for the Singapore National Combined Schools U16 Basketball Squad

2020

- Commendation for Outstanding Academic Performance (Best in English Language)

2019

- Commendation for Outstanding Academic Performance (Best in English Language)
- Edusave Certificate of Academic Achievement
- Selected for Top 200 Jr NBA National U15 Asia Camp
- School Representor for UWC U14 Debate Competition
- 2019, School Representor for D&T: Science & Technology Challenge

2018

- Commendation for Outstanding Academic Performance (Best in English Language)
- Edusave Certificate of Academic Achievement
- School Representative for National Public Speaking Competition
- School Representative for Plain English-Speaking Award

REFERENCES

Available On Request