

# SHANNON LOKE CHEN XUAN

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## EDUCATION

Apr 2023 –  
Current  
(Graduating in  
May 2026)

### **Diploma in Business, Temasek Polytechnic**

Completed modules in:

- Business Accounting and Finance
- Business Economics
- Business Law
- Effective and Professional Communications
- Marketing fundamentals

Jan 2019 – Dec  
2022

### **GCE 'O' Level Certificate, St. Anthony's Canossian Secondary School**

Obtained 7 'O' Level Credits

## SKILLS

Technical/Domain  
Skills

- Competent in project planning and management
- Highly proficient in business software such as Microsoft365 and Canva
- Knowledgeable in the utilisation of PowerBI for transferring Excel data into insightful visuals.
- Working knowledge of the Alteryx software

Generic Skills

- Confident speaker from emceeing at both public and private informal events.
- Acquired excellent interpersonal skills through sales role in cafe.
- Possess strong leadership and collaborative skills from my CCA
- Proficient in both the English and Mandarin language
- Highly adaptable and flexible to new environments through previous internship experience.
- Demonstrated time management by working effectively on various tasks during part-time job and internship.

## WORK EXPERIENCE

December 2023-  
April 2024

### **Maverick Movement Intern**

- Involved in conceptualising event planning strategies.
- Facilitated connections between schools and the company to empower and inspire youths.
- Assisted in organising workshops and seminars aimed at developing skills and mindset of youths.
- Collaborated with prominent business figures and influencers to amplify the impact of our youth empowerment initiative.
- Emceed at events such as 'Youth Conference' of 100 parents and youths and businessmen.

September 2022-present

**Ree.Connect by Reeandmummy  
Organisational Manager**

- Made sure the operations are of high standard.
- Trained and supervised staff to maintain the aforesaid standard
- Provided excellent customer service by managing cashiering duties and adapting to customers' needs.
- Learned to multitask under challenging time constraints.

August 2024-present

**Private Tuition Teacher**

- Developed and implemented lesson plans for students
- Utilised various teaching techniques to suit the needs of each student

**AWARDS/ACHIEVEMENTS**

2024

**Assistant Class President & Module Representatives**

- Served the class for 4 semesters by providing timely information

May 2021

**Temasek Polytechnic, Tourism Innovation Competition 2021**

- Demonstrated leadership skills by leading the team to victory.
- Applied problem-solving abilities to overcome challenges in the competition.
- Developed teamworking and collaboration skills through group projects and competitions.
- Honed skills by presenting in front of the judges and an audience.

2021

**Singapore Youth Festival 2021, Certificate of Accomplishment**

- Worked as a team to represent the school in competition

**CO-CURRICULAR ACTIVITIES**

2021-2022

**St. Anthony Canossian Secondary School Concert Band Major Music, Student Conductor and Section Leader**

- Coached juniors with their various instruments and score reading
- Motivated the band through both virtual and face to face sessions
- Directed the band during warm-ups and performances, ensuring that all instruments were turned and musicians-maintained focus on the conductor.

**REFERENCES**

Mr. Matthew Liu

Director, Maverick Movement

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Ms. Celine Ng

CEO and Founder, Ree and Mummy

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