**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 |
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| **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. |
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| **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  August 2024- 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.   **Private Tuition Teacher**  - Developed and implemented lesson plans for students  - Utilised various teaching techniques to suit the needs of each student |
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| **AWARDS/ACHIEVEMENTS** | |
| 2024  May 2021 | **Assistant Class President & Module Representatives**  - Served the class for 4 semesters by providing timely information  **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 |
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| **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. |
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| **REFERENCES**  Mr. Matthew Liu  Director, Maverick Movement  +65 9230 8914  Ms. Celine Ng  CEO and Founder, Ree and Mummy  +65 9060 0021 | |