

# Nicholas Sim

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Web Portfolio: <https://greenmatchaa.github.io/portfolio/>

## EDUCATION

<b>Nanyang Technological University (NTU)</b> <b>Bachelor of History (Honours) with Minor in Film: Distinction</b>	<b>AUG 2020 – JUL 2024</b>
<b>Ngee Ann Polytechnic</b> <b>Diploma in Accountancy</b>	<b>APR 2015 – FEB 2018</b>

## WORK EXPERIENCE

<b>Urban Redevelopment Authority (Design &amp; Planning Lab)</b> <i>Videographer, Video Editor</i> <b>Videography Intern</b> <ul style="list-style-type: none"><li>• Drafted storyboard with supervisors on video ideas for their main URBEX event, breaking down the necessary shots, equipment, and length of shoots.</li><li>• Videographed various shots for the several videos such as intern interviews, miscellaneous scenes for storytelling purposes, and organised events that were relevant to the main video.</li><li>• Colour graded and edited video shoots for the final published videos through Davinci Resolve.</li><li>• Aided in the lighting set-up for video shoots.</li></ul>	<b>JUNE 2023 – AUG 2023</b>
<b>Misumi Southeast Asia Pte. Ltd.</b> <i>Customer Service, Administration</i> <b>Part-Time</b> <ul style="list-style-type: none"><li>• Liaised with customers and sales team to confirm customer requests are met, supporting smooth work flow between customers and sales team</li><li>• Responded to customer queries, ensuring customer satisfaction with company products</li><li>• Taught newer colleagues on simpler tasks such as Quotation Orders and how to respond to customers, freeing up the time of my supervisors</li></ul>	<b>MAY 2022 – JUL 2022</b>
<b>RSM Chio Lim LLP</b> <i>Audit, Tax, Corporate Advisory</i> <b>Audit Intern</b> <ul style="list-style-type: none"><li>• Independently performed an audit of a small company with little assistance from seniors</li><li>• Worked on the audit of various clients throughout the internship with multiple teams, improving communication skills</li><li>• Delivered on time audit of Property, Plant and Equipment, Cash, Depreciation with minimal error in working papers</li><li>• Supported the team by making myself readily available whenever assistance is required</li></ul>	<b>SEP 2017 – FEB 2018</b>

## ACTIVITIES

<b>Nanyang Technological University</b> <b>Rotaract Club (General Member)</b> <ul style="list-style-type: none"><li>• Participated in events as volunteers to help the needy and migrant workers in Singapore</li><li>• Worked as intermediaries to facilitate and communicate between migrant workers and host</li><li>• Carried out instructions proposed by organisers to ensure the smooth outcome of events</li></ul>	<b>AUG 2021 – PRESENT</b>
<b>Queensway Secondary School</b> <b>Infocomm Club Chairman</b> <ul style="list-style-type: none"><li>• Conducted an event at the Queenstown Public Library where we taught the interested public how to use Adobe Photoshop</li><li>• Coordinated communications between the library, participants and volunteers to ensure the event runs smoothly</li><li>• Represented the school to host the event making sure that participants are well engaged</li><li>• Taught the volunteers and ensured that they were well equipped with relevant knowledge of Adobe Photoshop</li></ul>	<b>NOV 2012 – DEC 2014</b>

## SKILLS AND COMPETENCIES

- Language (English (Native), Mandarin (Decent))
- IT skills (Microsoft Excel, Microsoft Powerpoint, DaVinci Resolve, Adobe Premier Pro, Adobe Lightroom, Adobe Photoshop, Audacity)
- Soft skill (Eager to learn new things, Independent, Self-Driven)

