

# Nicholas Sim

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## EDUCATION

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**Nanyang Technological University (NTU)**  
**Bachelor of History (Honours) (CGPA 4.1/5.0)**

**AUG 2020 – MAY 2024**  
**(expected)**

**Ngee Ann Polytechnic**  
**Diploma in Accountancy (CGPA 3.3803/4.0)**

**APR 2015 – FEB 2018**

## WORK EXPERIENCE

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**Urban Redevelopment Authority (Design & Planning Lab)**

**JUNE 2023 – AUG 2023**

*Videographer, Video Editor*

### **Videography Intern**

- Actively participated in ideation and storyboarding process with supervisors on video ideas for their main URBEX event, breaking down the necessary shots, equipment, and length of shoots.
- 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.
- Aided in the lighting set-up for video shoots.
- Colour graded and edited the videos of the video shoots for the final published videos through Davinci Resolve.

**Misumi Southeast Asia Pte. Ltd.**

**MAY 2022 – JUL 2022**

*Customer Service, Administration*

### **Part-Time**

- Liaised with customers and sales team to confirm customer requests are met, supporting smooth work flow between customers and sales team
- Responded to customer queries, ensuring customer satisfaction with company products
- Taught newer colleagues on simpler tasks such as Quotation Orders and how to respond to customers, freeing up the time of my supervisors

**RSM Chio Lim LLP**

**SEP 2017 – FEB 2018**

*Audit, Tax, Corporate Advisory*

### **Audit Intern**

- Independently performed an audit of a small company with little assistance from seniors
- Worked on the audit of various clients throughout the internship with multiple teams, improving communication skills
- Delivered on time audit of Property, Plant and Equipment, Cash, Depreciation with minimal error in working papers
- Supported the team by making myself readily available whenever assistance is required

## ACTIVITIES

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**Nanyang Technological University**

**AUG 2021 – PRESENT**

**Rotaract Club (General Member)**

- Participated in events as volunteers to help the needy and migrant workers in Singapore
- Worked as intermediaries to facilitate and communicate between migrant workers and host
- Carried out instructions proposed by organisers to ensure the smooth outcome of events

**Queensway Secondary School**

**NOV 2012 – DEC 2014**

**Infocomm Club Chairman**

- Conducted an event at the Queenstown Public Library where we taught the interested public how to use Adobe Photoshop
- Coordinated communications between the library, participants and volunteers to ensure the event runs smoothly
- Represented the school to host the event making sure that participants are well engaged
- Taught the volunteers and ensured that they were well equipped with relevant knowledge of Adobe Photoshop

## **SKILLS AND COMPETENCIES**

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- 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)