

Profile

Motivated and resourceful individual with experience in administration, customer service, and entrepreneurship. Proficient in Python, C#, Solidity, SQL, and data visualization, with knowledge in front-end development and financial management. Skilled in teamwork, multitasking, and delivering effective solutions.

Portfolio: <https://kesiqi1234567890.wixsite.com/professional-portfolio>

Education

Nanyang Polytechnic (Year 3 student)
Diploma in Business & Financial Technology
Current GPA: 3.73 2023-2026

Yishun Secondary
2019-2022 O-Level

Hard Skills

- Competent in **front-end web development** to create responsive and user-friendly websites.
- Proficient in **Python** for programming and data analysis tasks.
- Experienced in using **SQL database** managing and retrieving data effectively.
- Skilled in designing **data visualizations** and **dashboards** to present information clearly. **Tableau**
- Knowledgeable in **UX design** to improve usability and user satisfaction. **Figma**
- Competent in **data entry and documentation** using tools like **Excel** and **Google Docs, Words** for efficient data management and organization.
- Proficient in creating **presentations** with **Canva** and **PowerPoint**.
- Familiar with **C# programming language** for software development.
- Skilled in **Solidity** for developing smart contracts on the Ethereum blockchain.
- Knowledgeable in **Financial Accounting** and **Financial Management** for analyzing financial data and supporting business decision-making.

Soft Skills

- Teamwork:** Effective collaborator who thrives in team environments and contributes proactively to achieve goals.
- Initiative:** Self-starter who takes ownership of tasks and drives projects forward.
- Communication:** Strong ability to convey ideas clearly and effectively to diverse audiences.
- Time-management:** Efficient in prioritizing tasks, meeting deadlines, and managing multiple responsibilities effectively.
- Customer Service:** Skilled in building rapport, addressing concerns, and ensuring a positive experience for customers.

Projects

- E-Commerce platform:**
 - Designed a platform for selling sustainable beauty products, emphasizing user experience and eco-friendly branding. Technologies used: HTML, JavaScript, CSS, Bootstrap, Flask (Grade: A)
 - For more details, please visit my [LinkedIn profile](#) under the "Projects" section.
- Business Feasibility Dashboard:**
 - Created an interactive **dashboard** analyzing if Singapore is an ideal location for launching a business venture; **earned distinction** for this project.
- Smart Contract System for Numismatics** (Blockchain Assignment)
 - Developed Ethereum-based smart contracts for logging in via MetaMask, staff access, and managing coin marketplace operations. (Grade: A)
 - Technologies used: Solidity, MetaMask, Ethereum blockchain.

Certifications

- **AWS Cloud Clubs Machine Learning Camper**
- **AWS Cloud Clubs Amplify Web Development Camper**
- **[PCEP-30-02] PCEP™ – Certified Entry-Level Python Programmer**
- **Great learning – Blockchain Basics**
- **Director list [Sem 1 – 24/25]**
- **Director list [Sem 2 – 24/25]**

Work Experience

Edufirst | Admin & Tutor Sep 2023 – Present

- Assisted in administrative tasks, tutoring students in Math and Chinese, and supporting their academic development.

Jumbo Seafood | Waitress 2021 – Present

- Delivered exceptional customer service by efficiently handling orders, serving meals, and managing customer queries in a fast-paced environment.
- Supported team efforts to ensure smooth operations and a positive dining experience for guests.

Private tutor May 2024 – Present

Subjects: Primary Math and Chinese

- Conducted personalized lessons, helping students improve their academic performance and confidence.

Short-term Experience

Cashier (Nov – Dec 2021)

- Managed transactions, recorded expenses, and handled paperwork while ensuring accuracy and providing excellent customer service in a high-traffic environment.

Entrepreneurial Experience

Co-founder of Crazecapy

- Designed and sold custom accessories and bags through Telegram and booth setups
- Sourced suppliers, developed designs, and led marketing efforts, demonstrating creativity, teamwork, and entrepreneurial skills.
- Promoted products through our Instagram account (@crazecapy), showcasing designs and engaging with customers to drive sales and brand awareness.
- We achieved a net profit margin of 45.48% after running three booth events, with inventory still remaining.
- https://www.linkedin.com/posts/cayenne-teo-bb11la226_entrepreneurship-innovation-booth-ugcPost-7255965928159367170--sbE?utm_source=share&utm_medium=member_desktop

Youth Expedition Project (YEP) – Phnom Penh, Cambodia (March 2025)

Participated in a two-week service-learning program focusing on community engagement and development.

Activities included organizing interactive games for children at an orphanage, conducting educational lessons at a local school, and contributing to construction work by building houses. Demonstrated teamwork, adaptability, and cross-cultural communication skills while making a positive impact in the community.

CCAs

Service Learning Group Member: Participated in volunteering events, such as guiding seniors at Bird Paradise and organizing activities for children with special needs. Developed leadership, teamwork, and communication skills while contributing to the community

Entrepreneur Club Member: Attended talks on business development and gained guidance on starting a business, enhancing entrepreneurial knowledge and skills.

SIT Club Member: Participated in events such as Code Overflow Workshop, Web Hosting with AWS and Apache, developing technical expertise and hands-on experience in IT.