


Jaslyn Chen

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 96359019

Experience



Personal Assistant

AIA

Nov 2019 - Feb 2020 (4 months)

- Create excel sheets to record sales data
- Analyse data and format sales plan for upcoming months
- Create motivational power point slides that increased group productivity
- Identify customers who need more care and service
- Come up with personalization ideas to provide better customer service

Education



Ngee Ann Polytechnic

High School Diploma, Immersive media

2020 - 2023



CHIJ St. Theresa's Convent

Singapore-Cambridge GCE O'level certification

2016 - 2019



CHIJ OLQP

PSLE(Primary school leaving examination)

2013 - 2015



Lakeside primary school

2010 - 2012

Licenses & Certifications



Singapore-Cambridge GCE O'level certificate of education - TMC Academy



PSLE(Primary School Leaving Examination Certification) - Singapore Examinations and Assessment Board



Grade 1 Piano(Distinction) - ABRSM



Grade 2 Piano - ABRSM



Grade 3 Piano - ABRSM




Grade 3 Music theory - ABRSM

Honors & Awards





ICAS(International Competitions and Assessments for Schools) Mathematics - UNSW Global(The university of new south wales Sydney, Australia)


2012


 **ICAS(International Competitions and Assessments for Schools) English** - UNSW Global(The university of new south wales Sydney, Australia)
2012

 **National Math Olympiad of Singapore** - NUS High school
2014


 **SYF Art Exhibition 2013** - Ministry of Education
2013

 **SYF Art Exhibition 2015** - Ministry of Education
2015

 **Singapore Junior Chemistry Olympiad** - SNIC(Singapore National Institute of Chemistry)
2019

 **National Youth Achievement award(Bronze medal)** - NYAA(National Youth Achievement award) Council of Singapore
Jan 2019

 **SYF Arts presentation 2017** - Ministry of Education
2017
Certificate of Accomplishment

 **SYF Art Presentation 2019** - Ministry of Education
2019
Certificate of Accomplishment