



Zhao Xinlei

Internship Objective

As a soon-to-be graduate with a strong interest in operations management, I am committed to continuous learning and growth in this field. I am passionate about problem-solving and am eager to apply my skills and knowledge to contribute to the success of a fast-growing company. My goal is to maximize operational efficiency while working collaboratively with a team of dedicated professionals. I am excited about the opportunity to apply my education and experience to make a positive impact on the organization, while also continuing to develop my skills and knowledge in the field.

Contact

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Education

2021 - Current

Republic Polytechnic

Industrial and Operations
Management

2018 - 2021

ITE College Central

Human Resource &
Administration

Technical Skillsets

- Adobe Photoshop, Illustrator
- Excel VBA
- Fusion 360 & Solidworks
- Python Flask Framework
- UiPath Automation
- Tableau
- Zaiper Automation

Language

English

Chinese

Working Experience

Starboard SG

Operation Assistant

During my working experience, I had the opportunity to work on a project where I built a Slack bot using Flask and Python. The bot was designed to query a database and update the app's home page, providing an easy way to see outstanding tasks. This project was challenging, yet fulfilling, as it allowed me to learn new programming languages and develop my problem-solving skills. I enjoyed being able to contribute to a project that had a positive impact on the team's productivity, and it taught me the importance of effective communication and collaboration. This experience has sparked my interest in exploring new technologies and finding innovative solutions to improve business processes.

Ramen Hitoyoshi

Service Crew

As a service crew member in a busy ramen shop, I gained valuable experience in providing exceptional customer service. I was responsible for greeting customers, taking orders, serving food and drinks, handling cash transactions, and ensuring the cleanliness of the restaurant.

During my time at the ramen shop, I learned the importance of teamwork and communication in a fast-paced environment.

Volunteer & Leadership Experience

- Student Orientation program leader
- Student Peer Supporter
- Hockey National completion 1st runner up
- Hockey Youth Liga

Achievements & Awards

- RP Scholarship Award
- NUS MIEC 2022 (1st Runner Up)
- National IIOT Competition 2023 (1st Runner Up)
- RP director roll of honour

Reference

Benjamin

Starboard SG - Operation Executive

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Ling SiewHui

Assistant Programme Chair (RP)

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