



Zheng Ji Tan
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Education

The Ohio State University, Columbus, Ohio **2019 - Current**
Bachelor's in Computer Science and Engineering

Nanyang Polytechnic, Singapore **2014 - 2017**
Diploma in Banking & Financial Services
GPA: 3.71/4.00

Achievements

- Nanyang Polytechnic Director's List 2015/16 Sem 1 & Sem 2
- 1st for SBM Marketing Challenge 2015
- Eng Choon Hway Kuan Scholarship Award 2015, 2016, 2017, 2018
- Edusave Certificate of Academic Achievement 2017
- Edusave Merit Bursary 2017
- Edusave Skills Award 2017

Working Experience

KK Women's and Children's Hospital, Singapore **January 2014 – March 2014**
Temporary Packer

- Responsible for organizing and packing of sensitive data

Blue Potato, Swissotel, Singapore **March 2014 – May 2014**
Part-Time Waiter

- Responsible for day-to-day operations such as setting up and clearing of tables, taking orders, cashiering, receptionist duties, as well as room-service

Marriott Hotel, Singapore **June 2014 – October 2014**
Part-Time Banquet Server

- Responsible for day-to-day operations such as setting up and clearing of tables, serving and portioning of food, pouring of wines and drinks

Citibank, Singapore **March 2016 – August 2016**
Personal Banker, Internship

- Responsible for day-to-day administrative duties and preparation of daily sales
- Provided front desk customer service

Republic of Singapore Air Force**July 2017 – May 2019**

Combat Security Trooper, Corporal

- Responsible for upholding security of key installations as well as day-to-day administrative duties
- Guardroom 2IC
- Assists in orientating and training of new combat security troopers
- Active participant of squadron innovation team

Graduate & Professional Admissions, OSU**October 2019 – Current**

Admissions Assistant

- Provide administrative support to the Graduate and Professional Admissions Office
- Responsible for answering student calls and emails, as well as assisting in ad-hoc projects

Skills

- Languages (Written and Spoken)
 - Fluent in English and Mandarin
 - Korean and Malay (Beginner)
- Computer Literacy
 - Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access
 - Intermediate in Adobe Dreamweaver, Adobe Photoshop
 - Python (Self-learned, beginner)

Testimonials

5 Sep 2018

To whom it may concern

Dear Sir/Madam,

TESTIMONIAL FOR TAN ZHENG JI

Mr Tan Zheng Ji was a student from the Diploma in Banking and Financial Services in Nanyang Polytechnic (NYP) from April 2014 to April 2017. I was then his Course Manager and Personal Mentor throughout the 3 years.

A responsible and kind-hearted youth, he had always set high standards for himself and persevered to achieve his goals. Zheng Ji also showed keen interest towards his studies and excelled in it, having admitted to the Director's List twice. He was always ready to help his classmates who might not be as strong academically.

Apart from his academic achievements, Zheng Ji participated actively in numerous Student Union's activities, such as environmental campaigns, voluntary work as well as events. He displayed strong leadership skills as a student leader during the 28th SEA Games Opening Ceremony and during class projects. Zheng Ji has also represented NYP in different competitions including uSPRINT, PhillipCapital Stock and Forex Trading Challenge.

I would strongly recommend Zheng Ji as a potential candidate to your prestigious institution without reservation. Should you require further information, please feel free to contact me at moses_koh@nyp.edu.sg. Thank you.

Yours sincerely,



Dr Moses Koh CFA FCA S'pore MSID
Assistant Registrar



**SINGAPORE ARMED FORCES
TESTIMONIAL**

No. 1906503

Rank / Name CPL TAN ZHENG JI
NRIC No. S9736063D

CPL TAN ZHENG JI was enlisted into the Singapore Armed Forces on 8 July 2017 and has served with distinction as a Combat Security Trooper in 608 Squadron. Intrinsically motivated, CPL Tan has proven to be an outstanding Security Trooper who served with pride and dedication, reliable and committed to the execution of his daily duties. Come what may in the line of duty, CPL Tan remains steadfast and professional and never flinches in the face of adversities. Professional and reliable, CPL Tan was sent to handle daily operations at our independent site, where he had excelled in standards and assisted the Specialist in running operations. CPL Tan has undergone 2 audits, a testament towards the team's standards, and has excelled in both. While the rest of the team's effort should not be undermined, CPL TAN has been an asset to the team and standards of daily operation.

Taking over the project from his senior, CPL Tan has devoted efforts towards improving on a nominal roll clearance scanning system, which would replace the manual clearance during large – scale events held in the base, and has proved to be indispensable in preventing jams at base entrance, and traffic jams further out of base. This scanning system digitalised nominal rolls and personnel are cleared upon scanning their identifications, significantly reducing manpower and man-hours required. The system has since been adopted by the squadron to be used for large-scale events. CPL Tan has since imparted the knowledge to his juniors, in view of his ORD.

On top of his contribution towards the base, CPL Tan had also volunteered to partake in RSAF HEARTLANDS 2018, where he was tasked with protecting valuable operational assets. CPL TAN did not miss opportunities to improve his creativity, volunteering to be part of the team to design Changi Air Base 47th birthday cake. CPL Tan's creativity has led him to be part of the team tasked to come up with innovations for the base. Apart from having excelled in his primary duties as a Security Trooper, CPL Tan has gone the extra mile to contribute across all levels – Platoon, Squadron and Base level, and his involvement and achievements as a Serviceman are to be respected. CPL Tan never fails to inspire his peers to better themselves. CPL Tan has consistently been training and taking IPPT, pushing himself to get the IPPT GOLD award, and the efforts he put in amongst his busy schedule is plain for all to see. CPL Tan has also enlisted the help and company of his peers to train together and maintain/improve their fitness despite daily operations.

CPL Tan's mentorship and altruism is apparent to both his peers and commander. CPL Tan has been put in charge of orientating new troopers sent to their site to the different types of operations while demanding quality and standards in those operations. With CPL Tan acting as a trainer, the command team have had no issues with the conduct and performance with the independent team. CPL Tan has been a credit and a pleasure to work with during his time in 608 Squadron and I believe he will continue to be an asset to whichever organisation he serves or manages in his career. I wish him all the best in his future endeavours.

Signature

Date 02.05.2019

Rank / Name LTC PHUA PENG YONG ALVIN

Appointment / Unit COMMANDING OFFICER, 608 SQN