

Tay Kai Sheng

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EDUCATION

Singapore Management University
BSc (Software Engineering)

Aug 2023 – May 2027

Nanyang Junior College
GCE 'A' Levels

Jan 2019 – Dec 2020

EXPERIENCE

Singapore Management University
Admissions Executive

Mar 2023 – Jun 2023

- Scheduled interview dates by organising applicants data using Microsoft Excel to prevent clashes in dates
- Communicated frequently with the school for interviewers to provide necessary applicants' information promptly on interview day
- Resolved over 30+ daily queries received by applicants via email and phone in a satisfactory manner

Nanyang Junior College Alumni Band
President

Jan 2023 – Jun 2023

- Spearheaded a large scale concert - Roots II, with a committee of 8 and generated over \$3000 in profits from marketing and ticket sales
- Analysed past concert accounts using Excel and found alternative companies, reducing overall expenditure by 15%
- Liaised with external organisations via email, ensuring all concert requirements were executed correctly by using visual diagrams and word documents

Shake Shack Jewel Pte Ltd
Team Member

Nov 2022 – Mar 2023

- Trained new members by providing adequate support and assistance, supporting store operations immensely
- Adapted swiftly to manager's shift requests during peak periods, surpassing daily sales targets of approximately \$8000
- Communicated enthusiastically with the team to ensure a fun and supportive environment for all despite hectic and tiring shifts

Singapore Armed Forces
Signals Operator (Corporal First Class)

Jan 2021 – Nov 2022

Awards: NSF of the Year (2023), Battalion Soldier of the Month (2021)

- Attained mastery of job scope within 4 months and mentored exceptionally as a trainer
- Surpassed all expectations by taking up and supporting commanders in various daily conducts and seasonal operations such as NDP 2022
- Excelled in secondary role as the Store IC by categorising store equipment names and locations on a Excel sheet for future batches
- Coordinated with higher ups to produce videos with Adobe Premiere Pro for events such as the Change of Command Ceremony

CO-CURRICULAR ACTIVITIES

Vice President (Music), Nanyang Symphonic Band
Awards: CCA Award (Individual), CCA Award (Team)

Jan 2019 – Dec 2020

- Coordinated with President and Resident Conductor to achieve high standards of musical playing by planning day-to-day practices and mentoring members
- Organised service-learning projects and band related events together with the Executive Committee, ensuring each event is conducted exceptionally

SKILLS & INTERESTS

- Technical Skills: Microsoft Excel, Word and PowerPoint (Intermediate)
- Design and Video Editing Skills: Adobe Premiere Pro and Adobe Photoshop (Intermediate)
- Language fluency: Fluent in written and spoken English and Mandarin