

Tay Kai Sheng

CONTACT

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Availability: 20 May 2024 – 9 Aug 2024 (Overseas from 12-19 Aug)

EDUCATION

Singapore Management University
BSc (Software Engineering)

Aug 2023 – May 2027
(Expected)

Modules Taken:

- Intro to Programming (A+)
- Operating Systems and Networking (A+)

Competitions:

- Ellipsis Tech Series Hackathon (2023) – First Runner-Up

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

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CO-CURRICULAR ACTIVITIES

Professional Development Executive, Ellipsis SMU Computing Society

Dec 2023 – Present

- Provided opportunities for students through the planning of Networking Events and Fireside Chats
- Organised workshops held by companies to enable students to improve their professional portfolio
- Support students in their academics through academic talks

Data Associate (Mentee), SMU Business Intelligence and Analytics Club

Dec 2023 – Present

- Currently enrolled in the ongoing 9th Edition of the Data Associate Programme (DAP) with a focus on data science and machine learning
- Co-taught one Co-Learning Session about regression with like-minded data enthusiasts
- Actively participating in weekly Co-Learning Sessions and contributing to a Data Project under experienced mentors

Vice President (Music), Nanyang Symphonic Band

Jan 2019 – Dec 2020

Awards: CCA Award (Individual), CCA Award (Team)

- 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: Python (Intermediate), HTML and CSS (Beginner)
- Microsoft Office 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