Keene Tan
Developer, Data Analyst

CONTACT ME

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CERTIFICATES

- **IBM Enterprise Design Thinking Practitioner**
- **AI4I® – Literacy in AI**
- **Workato Automation Pro I Cert**
- **Coursera: Data, Data Everywhere**
- **LinkedIn Certified: Tableau Dashboards, Power BI Desktop, ASP.NET MVC, Data Fluency and Describing Data, Machine Learning with Python, C++**
- **Codecademy: SQL Course**

LANGUAGES

English

Chinese

Spanish

Malay

SUMMARY

Diligent and motivated student pursuing an Information Technology degree, specializing in statistical analysis, data visualization, and programming (Python, SQL). Skilled in extracting insights from complex datasets, with a proven ability to excel in collaborative team environments and adapt quickly to challenges. Eager to apply academic knowledge and analytical skills to contribute meaningfully to a dynamic, data-driven team in an internship role.

EDUCATION

Diploma of Information Technology;   2022 - 2025
Minor in Social Psychology
Ngee Ann Polytechnic
Relevant Modules: Design Principles(A), Data Discovery & Visualizations (B+), Data Bases(B+), Spreadsheet Engineering, Machine Learning

O Level   2018 - 2021
Anglo Chinese School(Independent)
Relevant Subjects: 'A' Grade in Mathematics, Advanced Math and Physics

WORK EXPERIENCE

Intern   Sep 2023 - Oct 2023
Atelier Tang
- Conducted thorough research using Microsoft Office, analyzing products to gain comprehensive insights.
- Upgraded system administration software to enhance functionality, resulting in improved performance and security.
- Developed and implemented simple scripts to optimize workflows, significantly increasing efficiency and reducing processing time for improved productivity

Advocate (Temp)   Jul 2023 - Jul 2023
Atrix
- Operated as a troubleshooter, addressing hardware and software issues efficiently.
- Maintained a solid understanding of Windows-related operating systems and application operations, aligning with the company's offered services.
- Identified and provided advice on operational issues within clients' computer systems, contributing to enhanced system reliability and performance.

Advocate (Temp)   Mar 2022 - Mar 2022
Whizzcomms
- Acquired extensive knowledge of computer hardware, fiber broadband plans, and gadgets.
- Conducted analysis on current market trends and emerging technologies.
- Offered customers effective troubleshooting solutions to resolve broadband and connectivity issues, ensuring improved customer satisfaction.

Intern   2021 Nov - 2021 Dec
Eco ID Henderson
- Designed architectural floor plans and 3D models using AutoCad and Sketchup
- Acquired skills in inspecting and analyzing building sites.
- Collaborated within teams to formulate realistic project plans and schedules.
- Developed effective client interaction and networking skills, contributing to successful project management and client relationships.

HARD SKILLS

Data-Related:
- Microsoft Office
- Power BI
- Tableau
- SQL Server
- Jupyter Notebook
- SQL Server

Programming Languages:
- Python
- C#
- HTML
- .NET
- CSS
- JS
- C++

Design-Related:
- Lucid Chart
- AutoCAD
- Adobe Illustrator
- Figma
- Visual Paradigm

Collaboration and Management:
- Github
- Bitbucket
- Salesforce ADX201

Web Development:
- HTML
- CSS
- .NET

SOFT SKILLS

- Creativity
- Teamwork
- Problem Solving
- Leadership
- Written Communication
- Verbal Communication
- Curiosity

INTERESTS

- Gym/Sports
- Travelling
- Photography
- Reading
- Community Involvement

EXTRA - CURRICULAR

Committee Member — Apr 2023 - Present

Ngee Ann Red Cross Youth Chapter
- Active participation in numerous volunteer initiatives
- Assumed leadership roles within volunteer projects
- Focused on assisting diverse target groups.

Training Head — Apr 2023 - Present

Ngee Ann Waterpolo
- Engage wholeheartedly in water polo training sessions
- Coordinate and conducted training sessions
- Devise effective training routines as needed

Class Committee — Jan 2018 - Dec 2021

ACSI & Ngee Ann
- Demonstrated leadership skills in various leadership positions
- Showcased dedication and responsibility

Staff Sergeant — Jan 2020 - Dec 2021

ACSI NCC (Sea)
- Guided and instructed new student officers
- Imparted knowledge through hands-on demonstrations
- Demonstrated strong leadership qualities

PAST WORKS

ERM System l Website Developer — 2023

In "Web Application Development," module, I partnered with two colleagues to build a full-stack ERM site with ASP.NET Core MVC, using HTML, CSS, SQL, and C#. This experience improved our web development and teamwork skills.

Reservation System l System Analyst and Designer — 2023

In the "Object-Oriented Analysis & Design," module my team, playing the client, developed a complex canteen booking system. We followed Agile methodology, covering the full Systems Development Life Cycle (SDLC) with tasks like user stories, use case diagrams, prototypes, and more.

Data Dashboards l Data Analyst — 2023

In the "Data Discovery and Visualization" module, I created visualizations and dashboards in Jupyter Notebook using Python to effectively represent and address industry questions using raw data.

CRM System l Website Designer — 2022

In the "Interactive Development," module my partner and I built a simple CRM Website using HTML, CSS and JavaScript.

REFERENCES

Willey Tang

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Dr Oon Wee Cheng

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