



ABRIL CHLOE CAO

STUDENT

PROFILE

A second-year Diploma of Media Production and Design student passionate about content creation and visual storytelling. She aims to gain practical experience and apply her technical training in video production, editing, and graphic design during an internship. She is a versatile individual with problem-solving and communication skills, complemented by a collaborative attitude.

WORK EXPERIENCE

Mixue

(March 2024–June 2024)

Part-time Barista and Cashier

- Prepared beverages and provided excellent customer service in a fast-paced environment.
- Handled cash transactions and operated POS terminals efficiently.
- Managed high-volume orders during peak hours, enhancing customer satisfaction.

Chàteraisé

(Dec 2022–April 2023)

Part-time Service Crew

- Demonstrated strong communication skills for effective customer interaction.
- Collaborated with team members to prepare and expedite customer orders.
- Operated POS terminals to process orders and payments.

Acting

(Nov 2022–Present)

Freelance

- Experimental Film as Stadium crowd (Abundant Productions)
- [收养] Tersayang as Classmate (Temasek Polytechnic)
- SHERO as Wedding Guest (Mediacorp)
- Mandai Wildlife Reserve Ads as Visitors (Abundant Productions)
- 一剑恩仇 as background character (Mediacorp)
- Unforgivable as 制服警察 (Mediacorp)

Food Union

(Nov 2021–Dec 2021)

Sales Promoter

- Utilised sales techniques and promotional strategies to engage customers.
- Build relationships with customers, leading to repeat business and brand loyalty.
- Introduced and promoted a new ice cream brand, processed sales, and received customer feedback.

McDonald's

(Jan 2019–May 2021)

Part-time Service Crew

- Demonstrated multitasking in a high-pressure environment with strong customer service and conflict resolution skills.
- Familiar with food preparation, safety standards, and maintaining cleanliness in the dining area.
- Efficiently handled customer orders, payments, and supported co-workers in food preparation and service.
- Accurately took customer orders and processed payments using POS systems.
- Collaborated with team members to prepare and expedite food orders promptly.

CO-CURRICULAR ACTIVITIES

Audio Visual Media Production

(2023 – Present)

Head of Production

- Have weekly training on how to use camera, editing and what it is like in a production
- Train juniors' proficiency and understanding with camera equipment
- Oversee production
- Participated in Student Leaders' Investiture and CCA Management Day
- Participated and collaborated with CCA members in First Shot Event Coverage
- Participated and collaborated with CCA members in Rugby POLITE games 2023 coverage.

Service-Learning Club

(2023 – Present)

Member

- Participated in Service-Learning workshop
- Participated in volunteering activities
- enhance communication and teamwork skills through participation

CONTACT

☎ 8719 2411

✉ 23014038@myrp.edu.sg

🌐 [Linkedin](#)

EDUCATION

REPUBLIC POLYTECHNIC

2023-2026

- Diploma in Media Production and Design

NORTHLAND SECONDARY SCHOOL

2019-2022

- O-level Cambridge Certification

CHONGFU PRIMARY SCHOOL

2013-2018

- PLSE Certification

SKILLS

Technical Skills

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere Pro
- Adobe After Effects
- Canva
- Capcut
- Video editing
- Video content creation

Critical Core Skills:

- Team player
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Creative Thinking
- Problem Solving

LANGUAGES

- English (Fluent)
- Chinese (Fluent)
- Japanese (Basic)

VOLUNTEER

- **Service-Learning Club**
 - Volunteering leading as assistant in charge for the project with Hao Ren Hao Shi (HRHS) (Oct 2024-Ongoing)
 - Plan and facilitate Social Media Workshop for Grassroots Leaders (GRLs) at Canberra Community Club (Dec 2024)
 - Volunteering at Sree Narayana Mission Senior Care bonding with seniors through arts and craft (Oct 2024)
 - Volunteered as Emcee and for THK Sembawang home. Assist with engaging elderly with disabilities (Jul 2024)
 - Volunteering as road safety officer with THK Children with Disabilities in road safety (Aug 2024)
- **Volunteering at School of Infocomm (SOI)**
 - Assist with Basic TikTok workshop for Seniors (Jan 2024)
 - Assist elderly with Mobile Phone Photography and Social Media workshop at Admiralty (Jan 2024)
- **Outside of Republic Polytechnic**
 - Volunteering at Istana open house(Deepavali). Assist with the manning of Merchandise and Activity booths. (Heartware Network) (Oct 2024)
 - Volunteer as befriender for senior get Digi Ready teaching Micro:bit Gardening (Youth Corp Singapore) (Oct 2024)
 - Volunteering and bonding as befriender with patients at NKF Yishun (Youth Corp Singapore) (Sep 2024)
 - Volunteer Station Masters for A Day To Remember at OCBC Arena Hall (SportCares) (Sep 2024)
 - Volunteering plate distribution at Woodlands Zone (Woodlands CC) (Sep 2024)
 - Volunteering as befriender for senior get Digi Ready teaching Micro Bit (Youth Corp Singapore) (Aug 2024)
- **Inside Republic Polytechnic**
 - Volunteer assisting Republic Polytechnic lecturer with Mindfulness filmmaking workshop for seniors. (Oct 2024- Nov 2024)
 - Volunteered at IGNITE Music Festival Band Audition as a Multimedia Operator assisting with displaying the backdrop during rehearsal and production day. (Jul 2024)

AWARDS

- Edusave Scholarship 2022
- Good Performance Award 2019
- Edusave Good leadership and service (EAGLES) 2018

REFERENCE

Available upon request