



CHONG XIAO XUAN (ACACIA)

PENULTIMATE UNDERGRADUATE AT NUS



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PROFILE

A highly motivated individual with a keen interest for user interface and user experience (UIUX) design. An agile thinker known for my attention to detail and effective communication. I constantly strive to improve myself through learning new skills and seeking challenges. I am looking for an internship from Jul/Aug to Dec 2024.

SKILLS

Microsoft Office | Adobe Illustrator, Photoshop, and InDesign
Basic proficiency in HTML, CSS and JavaScript

LANGUAGES

Written: English, Chinese
Spoken: English, Mandarin, Cantonese

EXPERIENCE

SUSTAINABILITY INTERN

May 2023 - Jul 2023

Health Sciences Authority (HSA)

- Analysed multiple sustainability reports to create a suitable statutory board sustainability report template.
- Designed an automatically updating excel dashboard through data curation of sustainability statistics.
- Researched and developed a video series to educate HSA's staff on sustainability.
- Planned for logistics and publicity of a mass donation drive for a migrant workers shop and to support sustainable consumption.

SOCIAL MEDIA MANAGER & ASSISTANT PET GROOMER

Jan 2021 - Aug 2022

Pawsitive Image LLP

- Spearheaded a targeted social media campaign that increased Instagram followers by 100+ in three months; crafted original content, managed daily posts, and performed photo and video editing across Instagram, TikTok, and Facebook.
- Enhanced customer relations through efficient scheduling, clear communication of pricing and services, and prompt responses to inquiries, boosting client satisfaction and operational efficiency.
- Assisted in routine pet grooming tasks and upheld shop cleanliness, contributing to a positive and hygienic environment for both pets and customers.

EVENTS PLANNING INTERN

Oct 2018 - Nov 2018

Dope Entertainment Pte Ltd (rebranded as Dope Creatives)

- Planned, designed and set-up a reputable Singapore bank's awards night event, including liaising with suppliers and putting up decorations.
- Undertook role of event coverage photography for a company launch event, engaging in both photography and post-event image editing works.

EDUCATION

NATIONAL UNIVERSITY OF SINGAPORE (NUS)

Aug 2021 - Present

Bachelor of Social Science (Hons) in Geography with a minor in Interactive Media Development

- Current GPA: 4.72/5.0
- Recipient of NUS Merit Scholarship
- Media Relations Director of NUS Geographical Society's 56th Management Committee
- Captain of Tchoukball interest group @ College of Alice and Peter Tan (CAPT)
- External Vice Director of 11th Sports Committee @ College of Alice and Peter Tan (CAPT)
- Student Exchange Programme (SEP) in Loughborough University (Feb - Jun 2024)

PORTFOLIO: <https://acaciachongxiaoxuan.github.io/portfolio/>