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📍 Singapore

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## SKILLS

HTML CSS SEM

Adobe Photoshop

Adobe Premiere Pro

Program Management

Course Administration

Business Development

Career Advisory

## LANGUAGES

English  
*Native or Bilingual Proficiency*

Chinese  
*Native or Bilingual Proficiency*

Japanese  
*Full Professional Proficiency*

# Goh Chang Teck

## Account Acquisition Executive

Short Course Program Management, Business Development & Career Advisory for Adult Learners

## WORK EXPERIENCE

### Account Acquisition Executive

#### Ngee Ann Polytechnic (CET Academy)

06/2020 – Present

##### Responsibilities

##### Course Administration - Administered entire lifecycle of 15 courses under CET Academy

- POC with course leaders, instructors, vendors & participants for smooth programs run.
- Timely filing of claims, & invoices to relevant funding bodies like **SkillsFuture Singapore, NTUC e2i**.
- Provided an administrative overview of project costings, manpower & resource planning.

##### Business Development - Program Outreach specifically for the SG United Skills Program

- Curated Marketing Collateral for leads generation & action (SSG Roadshows, seminars/webinars).
- Managed more than **20 runs of courses** under **Grab X NP collaboration** - provided participants with critical career advisory, administrative & funding scheme assistance leading to successful course application.
- Administered & managed more than **15 courses** to ensure smooth transition into scheduling & execution of classes.
- Provided clients with advice on funding, recommended training solutions, and an overview of the administrative and enrolment process.

### Senior Sports Operations & Marketing Executive

#### Biking Singapore Pte Ltd

09/2018 – 05/2020

##### Responsibilities

- Regular market research execution to develop Cycling Programs to client needs.
- Business Development – sales of cycling programs - client base increased **15% year on year**.
- Managed the entire lifecycle of a cycling program – procurement, on-site and post-event.
- Managing the digital & social media channels – **increment in positive reviews by 30%**.
- Creating different pricing policies for cycling programs for the purpose of differentiation.

## PROJECTS

### Ngee Ann Polytechnic (CET Academy)

- Managed & administered a 2-year, multiple run Psychological First Aid Workshop worth **\$45,000**.
- Managed & administered 2 **SG United Skills Program Courses** worth **>\$10,000 each**.
- Overall course advisor & administrator for multiple Sports Short Courses worth **>\$20,000 each**.
- Team member for the **NP X Grab Driver Training Programme** worth **>\$500,000**.

### Biking Singapore Pte Ltd

- Procured, managed & delivered **3 Sports Education Programmes** to schools worth **>\$5,000 each**.
- Procured, managed & delivered **2 B2B CSR Teambuilding events** worth **>\$10,000 each**.

## CERTIFICATES

edX - Harvard University's CS50 Computer Science for Business Professionals

*Intermediate Proficiency in HTML, CSS, Cloud Computing & Technology stacks*

edX - University of Michigan's Getting Started with Python

*Basic Proficiency in Python*

edX - Applied Scrum for Project Management

*Fundamentals of Software Project Management using methods like Agile, Scrum & Kanban*

Knowdell Career Advisor

*Skills, Personality, Interests & Career Values Advisory for Personal Career Development*

## EDUCATION

### Specialist Diploma in Sports Management & Marketing

#### Nanyang Polytechnic

08/2019 – 08/2020

### Bachelor of Science in Marketing with Communications (Hons)

#### Singapore University of Social Sciences

08/2014 – 08/2018

### Diploma in Hospitality & Tourism Resort Management

#### Nanyang Polytechnic

04/2010 – 04/2013