

Chan Yong Keong

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## Internship Objective

A second-year student is pursuing a Diploma in Digital Design and Development and is seeking an internship position in the Information Technology industry as a website application developer.

Able to develop a website using Node and Express JS that allows users to create, retrieve, update and delete data using MySQL for database integration and look forward to developing a website using HTML, Bootstrap and CSS for the company.

## Summary of Key Skills

- Relational Database Design
- Website Application Development
- Data Visualisation
- Communication
- Decision Making
- Problem Solving

## Education

### Republic Polytechnic

Diploma in Digital Design and Development

Anticipated completion date: Mar 2026

### Institute of Technical Education

Higher Nitec in IT Applications Development

Apr 2022 – Mar 2023

### Institute of Technical Education

Nitec in Web Applications

GPA of 3.524

Jan 2020 – Dec 2021

### Gan Eng Seng School

Attained 6 GCE "NT" level subjects pass

Jan 2016 – Dec 2019

## Work Experience

### Sumera Notebooks

Intern

Oct 2022 – Dec 2022

- Performed installation and Windows update before selling secondhand laptops.
- Performed installation and activation of Microsoft Office upon customer requests.
- Provided customer service by greeting customers through communication and decision making to provide recommendations to customers.
- Provided translation when there was a communication barrier between customer and colleague through communication and problem solving.

**Stovve  
Intern**

**Mar 2021 – May 2021**

- Arranged tax invoices by filing the oldest at the bottom and the newest at the top.
- Performed conversion of hardcopy documents into Excel Spreadsheet as a softcopy.
- Modified Excel Cell colours to improve readability through problem solving.

### **Volunteer and Leadership Experience**

**NTUC Fairprice  
Volunteer**

**2018**

- Performed collection and packing of used textbooks that are in good condition through decision making.
- Arranged and distributed used textbooks that are in good condition for donation through decision making.

**Gan Eng Seng School Drama Club  
Secretary / Treasurer**

**2018 – 2019**

- Performed collection of money for Drama Fund from members who are not under the financial assistance scheme through communication.
- Recorded attendance for all members and conducted punishment for latecomers through communication and decision making.
- Conducted punishment for members without proper attire, forgot their lines or out of character during training through communication and decision making.
- Organised several club activities such as Drama Camp through communication and decision making.

**Thye Hua Kwan Seniors Activity Centre  
Volunteer**

**2018**

- Conducted fun games for Thye Hua Kwan elderly through communication.

**Jalan Kukoh Seniors Activity Centre  
Volunteer**

**2018**

- Conducted fun games for Kim Seng elderly through communication.

**National Kidney Foundation  
Volunteer**

**2016 – 2017**

- Delivered awareness about kidney health to members of the public through communication and decision making.

## **Achievements & Awards**

- Edusave Certificate of Academic Achievement **2024**
- ITE Community Scholarship **2020**

## **References**

Available upon request

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