



Contact

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Singapore 730302

Education

Diploma In Information Technology

Nanyang Polytechnic

April 2025 - April 2028

Orchid Park Secondary School

2021-2024

Expertise

HTML5

CSS

UI/UX

POWER BI

Language

English

Chinese

TAN YU EN, CHARLISA

Fresh Graduate in Information Technology from Nanyang Polytechnic

Profile

A dedicated Information Technology fresh graduate from Nanyang Polytechnic, equipped with a strong foundation in project management and teamwork. Proficient in HTML5, CSS, and Power BI, with a specialized focus on UI/UX design. Passionate about building intuitive, user-friendly digital experiences and translating data into visual insights.



Work Experience

November 2024

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June 2025

Koi The Singapore Pte Ltd

Koi Barista

- Delivered warm, attentive customer service by engaging with customers, understanding their preferences, and recommending suitable beverages.
- Ensured a positive customer experience during peak hours by managing orders efficiently and minimizing waiting time.
- Handled cash and POS transactions accurately while maintaining a friendly and professional interaction with customers.
- Addressed customer enquiries and resolved minor concerns promptly to ensure satisfaction.
- Maintained a clean and welcoming environment to provide customers with a comfortable and enjoyable experience.



Co-Curricular Activities

- Girls Brigade (2021-2024)



Awards

- UNSW ICAS Assessment Mathematics : Attained Merit (2023)
- Edusave Certificate of Academic Achievement (2021-2023)
- Edusave Merit Bursary (2024)
- EAGLES Award (2024)
- Singapore Junior Chemistry Olympiad 2024 : Participation
- The Queen's Commonwealth Essay Competition 2024: Participation