



# 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.

## Contact

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🌐 <https://charlisaa.github.io/Portfolio/>

🏡 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

## 💼 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