Name: Elvina Cheong Jing Ting

Your

photo

(Optional)

Email: 22016916@myrp.edu.sg

Mobile: (65) 9235 5982

LinkedIn: <linkedin.com/in/elvinacheong314/>

**Internship Objective**

My name is Elvina Cheong, a second-year student currently pursuing a Diploma in Digital Design and Development in Republic Polytechnic. I am a self-motivated and highly driven student always looking for ways to evolve my current skillset, and I am seeking an internship position in an IT job scope. I am eager to apply the programming skills such as Python, MySQL, and Java, that I have acquired during my time in Republic Polytechnic to make positive contributions to the organization.

**Summary of Key Skills**

|  |  |
| --- | --- |
| Technical skills:   * Programming using Java, Python, HTML, CSS * Database Systems * Internetworking Security * Microsoft Office tools * Adobe Photoshop, Illustrator, XD | Critical core skills:   * Customer service * Problem solving * Creative thinking * Communication * Decision making * Collaboration * Critical analysis |

**Education**

**Republic Polytechnic Anticipated completion date: May 2025**

Diploma in Digital Design & Development

**Greenridge Secondary School 2018-2022**

O-Level

L1R4 22 Points

**Work Experience**

**Fat Pouches Singapore July 2023 – Current**

**Forage & Food Packer**

* Ensured that the goods were of quality.
* Worked successfully within tight deadlines and a fast-paced environment.
* Communicated with supervisors regarding any issues with the packaging process.

**Tonkotsu Kazan Ramen Jan 2022 – Apr 2022**

**Waitress**

* Practiced safe, sanitary food handling for preparation and service to maximize pleasant dining experience for customers.
* Bussed and reset tables to keep dining room and work areas clean.
* Cultivated warm relationships with coworkers and regular customers.

**Direct Link Pte Ltd Nov 2021 – Dec 2021**

**Warehouse Assistant**

* Assisted with stock takes and cycle counts to promote accurate inventory processes.
* Packaged and shipped orders accurately to promote safe and quick delivery to customers.
* Participated in training and development opportunities to provide workers with knowledge and skills to work productively.

**Volunteer and Leadership Experience**

**Chinese Orchestra** **Feb 2018 – Nov 2021**

**Secretary**

* Ensured that attendance was taken for every student.
* Supported the President and Vice President of the CCA in decision making and ensuring the smooth functioning of the CCA.
* Managed the return of instruments to the store room before it is locked after every CCA session.

**Achievements & Awards (Optional)**

* Achieved Distinction for SYF 2021
* Achieved Distinction for SYF 2019

**Micro and Alternative Credentials**

* Food and Hygiene Certificate Jan 2022

**References**

Available upon request

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