

YEE EN TONG

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Currently pursuing a Diploma in Digital Design & Development, with a strong foundation in customer service, organization, and attention to detail gained through part-time roles as a warehouse assistant, barista, and accounting assistant. Proficient in multiple languages and equipped with technical skills in database management and programming, alongside soft skills like communication and teamwork, enhancing adaptability in fast-paced environments.

Education

Diploma · Republic Polytechnic · 2024-2026

Major: Digital Design & Development

GCE Ordinary Level Certificate (O-Level) · Jurongville Secondary School · 2020-2023

Skills

Soft Skills : Collaboration · Time Management · Problem-Solving · Communication · Adaptability · Teamwork

Technical : Database Management (SQL) · Programming Languages · Continuous Integration/Continuous Delivery (CI/CD) · Mobile Development · Web Development Technologies · DevOps · Machine Learning & Artificial Intelligence

Analytical : SWOT Analysis · Data Visualization · Data Analysis · Data Interpretation

Creative : Branding · Graphic Design Software · Design Thinking · Concept Development · Creative Problem-Solving

Work Experiences

Service Crew · Lickers (Bukit Batok, Singapore, 650177) Jun 2025 - Aug 2025

Handled multiple roles including food preparation, cashiering, and serving customers. This experience strengthened my multitasking ability, communication skills, and efficiency in a fast-paced environment.

Warehouse Assistant · Shopee (West Coast, Singapore, 12875) Dec 2024 - Apr 2025

Sorted parcels according to their tracking numbers and packed goods efficiently for shipment. This role strengthened my attention to detail, organizational skills, and ability to work quickly and accurately in a fast-paced environment.

Barista · Starbucks (Botanic Gardens, Singapore) Mar 2024 - Apr 2024

Provided friendly and efficient customer service while maintaining high standards of quality and cleanliness. I worked effectively in a fast-paced team environment, handled customer requests and issues professionally, and ensured smooth daily operations during busy hours. Through this experience, I developed strong communication, teamwork, and time management skills.

Accountant · TMO Manufacturing PTE LTD (Tuas Link, Singapore) Nov 2023 - Dec 2023

Maintained and tracked financial records using Excel, recording transactions, reconciling accounts, and preparing basic financial summaries. I also updated inventory by managing item codes, names, and quantities. This role helped me develop strong attention to detail, organizational skills, and analytical thinking while supporting the finance team in daily operations.

Activities

Vice President · Jurongville Secondary School Drama Club

Jan 2022 - Jan 2023

Assisted in organizing rehearsals, coordinating events, and supporting the President in managing club activities.

BTE Workshop · Johnson & Johnson Bridge To Employment in

Jan 2022 - Jan 2023

Jurongville Secondary

Participated in STEM career sharing sessions, enhancing my understanding of various career paths and networking with professionals in the industry.

Engagement of Elderly · Golden Ginger Elderly Centre

Aug 2022 - Aug 2022

Facilitated engaging activities for elderly residents such as constructing a LED terrarium at Golden Ginger Elderly Centre, enhancing social interaction and community bonding.

Languages

English (Fluent) · Mandarin (Fluent)

Certifications

Eagles Award · Ministry Of Education · 2018

For demonstrating leadership qualities, service to community and schools, excellence in non-academic activities, and good conduct.

Edusave Scholarship Award · Ministry Of Education · 2020

For achieving excellent academic performance and demonstrating good conduct.

Edusave Merit Bursary · Ministry Of Education · 2021

For achieving good academic performance and demonstrating good conduct.

Eagles Award · Ministry Of Education · 2023

For demonstrating leadership qualities, service to community and schools, excellence in non-academic activities, and good conduct.