Name: **Foo Jie Min**

Mobile: (65) 92964326

Address: Block 41, Cambridge Road #04-23 S210041

Email: jasmine200293@gmail.com

## Education

2012-2016

Statistics, Bachelor of Science, Honours

**National University of Singapore**

CAP: 4.24

2011

GCE A level Certificate

**Anglo-Chinese Junior College**

## Employment

December 2015

Participated in a 2 Weeks Great Eastern Winter Internship Programme

June 2013 – July 2013

Temp call centre at SP Services Ltd

* Answered enquiries of more than 200 English and Mandarin speaking customers in the span of 3 weeks assignment relating to MOF Budget 2013 - U Save Eligibility
* Updated call logs on the system database and dealt with cases of disputes of eligibility and routed issue to Investigative Unit that managed to be resolved

Dec 2011- July 2012

Administration Executive at Stalford Learning Centre

* Conducted regular phone surveys to retrieve feedback on teacher’s performances and worked closely with Human Resource department
* Maintained over 400 students and teachers records which were checked weekly
* Performed a variety of functions on Microsoft Excel for data entry of daily collection of tuition fees
* Managed money transactions and tabulations to ensure cash and electronic payments tallied
* Formatted documents such as letters, time tables, attendance sheets
* Sourced for study materials for teachers to ensure students have both notes and practice papers in class

## 

## Activities

National University of Singapore

Senior – Science Orientation Week 2013

Member of Logistics Team – Overseas Community Project to Bago City for 3 weeks in December 2013

* Sourced for accommodation, transport, materials to be used during 2 separate camps
* Actively participated in fund-raising activities which raised over $1000

Anglo-Chinese Junior College

Member, Ensemble - Guitar

Awarded 2nd in Inter-School Annual Guitar Competition, 2011

Awarded Silver at SYF Central Judging, 2011

Science and Mathematics Council

* Participant of Overseas Educational Programme to Vietnam,2010
* Performer of the cultural exchange dance at partner school
* Team member of Logistics

**Awards and Achievements**

Dean's List awarded in AY 2013/2014 2nd Semester

CDC Good Progress Award, 2010

**Other information**

* Programs:

Microsoft Word, Powerpoint and Excel

SAS, SPSS, R, C