

TAN E-Zhen

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EDUCATION

Singapore University of Social Sciences Bachelor of Science in Business Analytics <ul style="list-style-type: none">CGPA 3.52/5.0	JUL 2018 – JUL 2022 (expected)
Jurong Junior College GCE "A" Levels	FEB 2016 – DEC 2017

WORK EXPERIENCE

Writers@Work Enrichment <i>English Tuition Centre for Primary and Secondary levels</i>	JUN 2018 – Present
Teaching Assistant and Part-Time Teacher <ul style="list-style-type: none">Teaching a regular P4Write class of 3 students from end May 2019 to end September 2019Marking and grading scripts, ranging from P2 to APW (Secondary 3 and 4 students)	
ERGO Insurance Pte Ltd <i>Insurance Company</i>	JAN 2018 – APR 2018
Temporary Administrative Assistant for the Marine Underwriting Team <ul style="list-style-type: none">Managed the requests for insurance policies from current clientsConsolidated statistics by using pivot tables on Excel	
Primarius Staffing Pte Ltd <i>Employment Agency</i> Ad-hoc work at hotels	2015 – 2018
Elsie's Kitchen Catering Services Pte Ltd <i>Caterer</i> Casual work	2015 – 2017
Yoshinoya (S) Pte Ltd <i>Fast food restaurant</i> Part-time Service Staff <ul style="list-style-type: none">Counter duties, ensuring that the cash in the cash register is correct at the end of the daySatisfying customers' needs in taking orders	NOV 2014 – DEC 2014

ACTIVITIES

Youth Expedition Project OEL318 <i>Project to Vientiane, Laos</i> Leader <ul style="list-style-type: none">Attended the Leadership Training CoursePlanning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020	JUN 2019 – Present
Band Member in Primary, Secondary and JC Section Leader (Trumpet), Band Major (Admin), 2014-2015 <ul style="list-style-type: none">Consolidated the practice attendance in Excel spreadsheet	2008 – 2017

ACHIEVEMENTS AND AWARDS

<ul style="list-style-type: none">Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment)	APR 2017
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SKILLS AND COMPETENCIES

- IT Skills: Python, R (Introductory level), IBM SPSS Modeler, Excel Visual Basic (Introductory level)
- Language Skills: English (Native), Mandarin (Fluent)
- Learn to Speak Korean 1 by Yonsei University on Coursera. Certificate earned on Saturday, June 30, 2018 8:21 AM GMT
- Certificate of Completion for Introduction to Social Media Analytics from Temasek Polytechnic, obtained in July 2018