

## TAN E-Zhen

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### EDUCATION

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

### WORK EXPERIENCE

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

### ACTIVITIES

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

### ACHIEVEMENTS AND AWARDS

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

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- IT Skills: Python, R (Introductory level), 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