TAN E-Zhen

EDUCATION

Singapore University of Social Sciences	**JUL 2018 – JUN 2022**
Bachelor of Science in Business Analytics	**(expected)**

Jurong Junior College	**FEB 2016 – DEC 2017**
GCE "A" Levels	

WORK EXPERIENCE

Writers@Work Enrichment   **JUN 2018 – Present**
Teaching Assistant and Part-Time Teacher
- Teaching relief classes for teachers who are on leave
- Taught a regular P4Write class of 3 students from end May 2019 to end September 2019
- Marking and grading scripts, ranging from P2 to APW (Secondary 3 and 4 students)

ERGO Insurance Pte Ltd   **JAN 2018 – APR 2018**
Temporary Administrative Assistant for the Marine Underwriting Team
- Managed the requests for insurance policies from clients
- Consolidated statistics by using pivot tables in Excel

Part-Time / Ad-Hoc Service Staff in Food and Beverage   **DEC 2014 – APR 2018**
Industry
- Companies that I worked at are:
  - Yoshinoya (S) Pte Ltd
  - Elsie's Kitchen Catering Services Pte Ltd
  - Primarius Staffing Pte Ltd
- Counter duties, ensuring that the cash in the cash register is correct at the end of the day
- Satisfying customers' needs in taking orders

ACTIVITIES

Youth Expedition Project OEL318   **JUN 2019 – JUN 2020**
Community Service Project to Vientiane, Laos
Co-Leader
- Attended the Leadership Training Course
- Planning the reconnaissance trip to Laos in preparation for recruiting and organising the actual trip and the following local community project in 2020
- Liaising with community partner in Laos to coordinate the project objectives

Band Member in Primary, Secondary and JC   **2008 – 2017**
Section Leader (Trumpet), Band Major (Admin), 2014 – 2015
- Consolidated the practice attendance in Excel

SKILLS AND COMPETENCIES

- IT Skills: Python, R (Introductory level), IBM SPSS Modeler, basic knowledge of SQL and HTML
- Language Skills: English (Native), Mandarin (Fluent)
- Certification of Completion for R Bootcamp Course I: R Programming Fundamentals from SUSS, obtained in October 2019
- Certification of Attendance for R Bootcamp Course II: Data Analytics Using R from SUSS, obtained in October 2019
- Certificate of Completion for Introduction to Social Media Analytics from Temasek Polytechnic, obtained in July 2018
- Youth Expedition Project's Leaders' Training Course LT61 Certification, obtained on 16 June 2019
- Learn to Speak Korean 1 by Yonsei University on Coursera. Certificate earned on June 30, 2018