

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	

ACTIVITIES

Youth Expedition Project OEL318 <i>Project to Vientiane, Laos</i>	JUN 2019 – Present
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	
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

Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment)	APR 2017
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SKILLS AND COMPETENCIES

- IT Skills: Python, Excel Visual Basic (Introductory level), R (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

AVAILABILITY FOR INTERNSHIP

Commitment period: 20 November 2019 to 17 January 2020