

TAN E-Zhen

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 – JUN 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 relief classes for teachers who are on leaveTaught 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)Editing the scripts worksheets for the following school year to ensure that there are no errors and to add additional phrases into the model compositionsCreating new stories accordingly when needed for the curriculum	
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 clientsConsolidated statistics by using pivot tables in Excel	
Part-Time / Ad-Hoc Service Staff in Food and Beverage Industry <ul style="list-style-type: none">Companies that I worked at are:<ul style="list-style-type: none">Yoshinoya (S) Pte LtdElsie's Kitchen Catering Services Pte LtdPrimarius Staffing Pte LtdCounter duties, ensuring that the cash in the cash register is correct at the end of the daySatisfying customers' needs in taking orders	DEC 2014 – APR 2018

ACTIVITIES

Youth Expedition Project OEL318 <i>Community Service Project to Vientiane, Laos</i>	JUN 2019 – JUN 2020
Co-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 and the following local community project in 2020Liaising with community partner in Laos to coordinate the project objectives	
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	2008 – 2017

SKILLS AND COMPETENCIES

- IT Skills: Python, R (Introductory level), IBM SPSS Modeler, basic knowledge of HTML and Excel Visual Basic
- Language Skills: English (Native), Mandarin (Fluent)
- 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