

Tan E-Zhen
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EDUCATION HISTORY

- Bukit Timah Primary School (2006 - 2011)
 - CCA: Band (2008 - 2011)
- CHIJ St. Theresa's Convent (2012 - 2015)
 - CCA: Band (2012-2015)
- Jurong Junior College (2016 - 2017)
 - CCA: Band (2016-2017)

EMPLOYMENT HISTORY

- Work Experience at Conrad Hotel (9 - 13 June 2014)
 - Helped out at the banquet sector of the hotel
- Yoshinoya (24 November - end December 2014)
 - Worked as a part-timer during the holidays
 - Helped to take orders, and ensure that the cash in the cash register is correct
 - Helped to bank in the cash
- Casual work with Elsie's Kitchen
 - Helped with the catering for Para Games from 3-9 December 2015
 - Helped with the catering for several occasions at the SAFTI Military Institute
- Casual work at hotels under Primarius Group
 - Worked as a casual worker after 'O' Levels
 - Worked as the service staff for Pan Pacific Hotel's buffet breakfast at The Edge
 - Worked as the service staff for Raffles Hotel's annual Christmas lunch buffet
 - Worked as the service staff for Crowne Plaza's Chinese New Year dinner buffet
- Administrative Assistant at Ergo Insurance (15 January - 6 April 2018)
 - Helped to service clients and handle their queries
 - Helped to consolidate statistics by using pivot tables on Excel
 - Data entry
- Part-time Marker at Writers@Work (28 May - present)
 - Marked students' compositions, generally for Primary 5 and 6 students

OTHER ACCOMPLISHMENTS

- Learn to Speak Korean 1 by Yonsei University on Coursera. Certificate earned at Saturday, June 30, 2018 8:21 AM GMT

- Certificate of Completion for Introduction to Social Media Analytics from Temasek Polytechnic, obtained in July 2018

SPECIAL SKILLS

In secondary school, I held a position in my CCA executive committee as a Band Major (Admin), and was section leader of Trumpet, both in 2014-2015. As a result of the role as a Band Major (Admin), I have some experience in entering data, as my responsibilities covers entering the practice attendance into the Excel sheet used by the teachers for tracking the members' attendance. I also ensure that the Excel sheet containing the current members' particulars are updated in case of any emergencies.

I am skilled in the use of computers, more so for MacOS, but have some experience using Microsoft in school, especially through Project Work, as I was in charge of creating the presentation slides with animation involved. I learn quickly and am able to write well.

Furthermore, in junior college, I joined the College Journalists Team to pursue my interest in writing, and wrote 2 articles covering major school events, such as the annual Open House, that were then posted on the school website.