

# TAN E-Zhen

## EDUCATION

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**Singapore University of Social Sciences**  
**Bachelor of Science in Business Analytics**  
• CGPA 3.52/5.0

**JUL 2018 – JUL 2022**  
**(expected)**

**Jurong Junior College**  
**GCE “A” Levels**

**FEB 2016 – DEC 2017**

## WORK EXPERIENCE

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**Writers@Work Enrichment**  
*English Tuition Centre for Primary and Secondary levels*

**JUN 2018 – Present**

### Teaching Assistant and Part-Time Teacher

- Teaching 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**  
*Insurance Company*

**JAN 2018 – APR 2018**

### Temporary Administrative Assistant for the Marine Underwriting Team

- Managed the requests for insurance policies from current clients
- Consolidated statistics by using pivot tables on Excel

**Primarius Staffing Pte Ltd**  
*Employment Agency*

**2015 – 2018**

### Ad-hoc work at hotels

- Service staff at Pan Pacific Hotel's The Edge restaurant, Raffles Hotel's annual Christmas buffet, Crowne Plaza's Azur restaurant

**Elsie's Kitchen Catering Services Pte Ltd**  
*Caterer*

**2015 – 2017**

### Casual work

- Service staff at 2015 Para Games
- Service staff for 3 occasions at the SAFTI Military Institute

**Yoshinoya (S) Pte Ltd**  
*Fast food restaurant*

**NOV 2014 – DEC 2014**

### Part-time Service Staff

- 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

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**Youth Expedition Project OEL318**  
*Project to Vientiane, Laos*

**JUN 2019 – Present**

### Leader

- Attended the Leadership Training Course
- Planning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020

**Band Member in Primary, Secondary and JC**

**2008 – 2017**

**Section Leader (Trumpet), Band Major (Admin), 2014-2015**

- Consolidated the practice attendance in Excel spreadsheet

## **ACHIEVEMENTS AND AWARDS**

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- Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment)

**APR 2017**

## **SKILLS AND COMPETENCIES**

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- IT Skills: Python, R (Introductory level), IBM SPSS Modeler, Excel Visual Basic (Introductory level)
- Language Skills: English (Native), Mandarin (Fluent)
- Certificate of Completion for Introduction to Social Media Analytics from Temasek Polytechnic, obtained in July 2018
- Learn to Speak Korean 1 by Yonsei University on Coursera. Certificate earned on Saturday, June 30, 2018 8:21 AM GMT