

# 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 – JUN 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 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**

*Insurance Company*

**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 Industry**

**DEC 2014 – APR 2018**

- 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

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**Youth Expedition Project OEL318**

*Community Service Project to Vientiane, Laos*

**JUN 2019 – JUN 2020**

**Co-Leader**

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

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- 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