

# TAN E-Zhen

## SUMMARY OF SKILLS

An adaptable, detail-oriented and self-directed learner with strong leadership skills. I have a strong interest in helping organisations and teams in managing and harnessing data to optimise performance. My skills include:

- Preparing data for easy mining, including dealing with missing and messy data.
- Creating visuals and graphs of present and historical data using tools such as Tableau and Python to find trends and insights for more effective problem solving and decision-making.
- Carrying out data analysis, including data mining, with Python and IBM SPSS Modeler.
- Storing data for ease of future reference, updating and retrieval.
- Learning new skills on my own, e.g. basic SQL commands.

## EDUCATION

<b>Singapore University of Social Sciences</b> <b>Bachelor of Science in Business Analytics</b>	<b>JUL 2018 – JUN 2022</b> <b>(expected)</b>
<b>Jurong Junior College</b> <b>GCE "A" Levels</b>	<b>FEB 2016 – DEC 2017</b>

## WORK EXPERIENCE

<b>Jewel Paymentech</b> <b>Data Science Intern</b>	<b>NOV 2019 – JAN 2020</b>
<ul style="list-style-type: none"><li>• Evaluated the accuracy of 3 trained classifiers by calculating the percentage of false positives</li><li>• Trained an auto-encoder to find top 1% of outliers</li><li>• Language used: Python</li></ul>	
<b>Writers@Work Enrichment</b> <b>Teaching Assistant and Part-Time Teacher</b>	<b>JUN 2018 – Present</b>
<ul style="list-style-type: none"><li>• Teaching a weekly P4 creative writing class from end May 2019</li><li>• Relief teaching, from P1 to Upper Secondary level, for teachers who are on leave</li><li>• Marking and grading scripts, ranging from P2 to Upper Secondary level</li></ul>	
<b>ERGO Insurance Pte Ltd</b> <b>Temporary Administrative Assistant for the Marine Underwriting Team</b>	<b>JAN 2018 – APR 2018</b>
<ul style="list-style-type: none"><li>• Managed the requests for insurance policies from clients</li><li>• Consolidated statistics by using pivot tables in Excel</li></ul>	

## ACTIVITIES

<b>Youth Expedition Project OEL318 (Project BLT)</b> <i>Community Service Project to Vientiane, Laos</i> <b>Co-Leader</b>	<b>JUN 2019 – Present</b>
<ul style="list-style-type: none"><li>• Attended the Leadership Training Course</li><li>• Planning the reconnaissance trip to Laos</li><li>• Recruitment of members (shortlisting and interviewing potential candidates)</li><li>• Liaising with community partner in Laos to coordinate the project objectives</li><li>• Planning the actual trip and the following local community project</li></ul>	
<b>Overseas Experiential Learning to Myanmar</b>	<b>3 – 9 MAR 2019</b>
<ul style="list-style-type: none"><li>• Visited businesses in Yangon, Myanmar to understand how business is done there</li><li>• Gained deeper insight into the potential growth in ASEAN</li></ul>	
<b>Band Member in Primary, Secondary and JC</b> <b>Band Major (Admin), Section Leader (Trumpet), 2014 – 2015</b>	<b>2008 – 2017</b>
<ul style="list-style-type: none"><li>• Consolidated the practice attendance in Excel</li></ul>	

## SKILLS AND COMPETENCIES

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- IT Skills: Python, R (Introductory level), Tableau (intermediate), IBM SPSS Modeler, SAS Forecast Studio, basic knowledge of SQL and HTML
- Language Skills: English (Native), Mandarin (Fluent)
- Neural Networks and Deep Learning by deeplearning.ai on Coursera. Certificate earned on March 31, 2020.
- Certificate of Completion for R Bootcamp Course I: R Programming Fundamentals from SUSS, obtained in October 2019
- Certificate of Attendance for R Bootcamp Course II: Data Analytics Using R from SUSS, obtained in October 2019
- 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.