

TAN E-Zhen

EDUCATION

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

WORK EXPERIENCE

Writers@Work Enrichment 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)	JUN 2018 – Present
ERGO Insurance Pte Ltd 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	JAN 2018 – APR 2018
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> Co-Leader <ul style="list-style-type: none">Attended the Leadership Training CoursePlanning the reconnaissance trip to Laos in preparation for recruiting and organising the actual trip and the following local community project in 2020Liaising with community partner in Laos to coordinate the project objectives	JUN 2019 – JUN 2020
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 SQL and HTML
- Language Skills: English (Native), Mandarin (Fluent)
- 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