TAN E-Zhen

Email: eztan001@suss.edu.sg | Website: https://ezhentan.netlify.com

EDUCATION

Singapore University of Social Sciences	**JUL 2018 – JUL 2022**
Bachelor of Science in Business Analytics	**(expected)**

- CGPA 3.52/5.0

Jurong Junior College	**FEB 2016 – DEC 2017**
GCE "A" Levels	

WORK EXPERIENCE

Writers@Work Enrichment	**JUN 2018 – Present**

English Tuition Centre for Primary and Secondary levels

Teaching Assistant and Part-Time Teacher

Responsibilities include:

- 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	**JAN 2018 – APR 2018**

Insurance Company

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

ACTIVITIES

Band Member in Primary, Secondary and JC	**2008 – 2017**
Section Leader (Trumpet), Band Major (Admin), 2014-2015	

- Consolidated the practice attendance in Excel spreadsheet
- Took part in planning the band's Games Day in 2014

ACHIEVEMENTS AND AWARDS

- Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment)	**APR 2017**
- Singapore Youth Festival (SYF) Arts Presentation 2015 (Certificate of Accomplishment)	**APR 2015**
- Singapore Youth Festival (SYF) Arts Presentation 2013 (Certificate of Accomplishment)	**APR 2013**

SKILLS AND COMPETENCIES

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

AVAILABILITY FOR INTERNSHIP

Commitment period: 20 November 2019 to 17 January 2020