

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

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

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

ACTIVITIES

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

SKILLS AND COMPETENCIES

- 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)
- 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