

TAN E-Zhen

EDUCATION

Singapore University of Social Sciences
Bachelor of Science in Business Analytics

- CGPA 3.52/5.0

JUL 2018 – JUL 2022
(expected)

Jurong Junior College
GCE “A” Levels

FEB 2016 – DEC 2017

WORK EXPERIENCE

Writers@Work Enrichment

English Tuition Centre for Primary and Secondary levels

JUN 2018 – Present

Teaching Assistant and Part-Time Teacher

- 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

Insurance Company

JAN 2018 – APR 2018

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

Primarius Staffing Pte Ltd

Employment Agency

2015 – 2018

Ad-hoc work at hotels

- Service staff at Pan Pacific Hotel's The Edge restaurant, Raffles Hotel's annual Christmas buffet, Crowne Plaza's Azur restaurant

Elsie's Kitchen Catering Services Pte Ltd

Caterer

2015 – 2017

Casual work

- Service staff at 2015 Para Games
- Service staff for 3 occasions at the SAFTI Military Institute

Yoshinoya (S) Pte Ltd

Fast food restaurant

NOV 2014 – DEC 2014

Part-time Service Staff

- 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

Youth Expedition Project OEL318

Project to Vientiane, Laos

JUN 2019 – Present

Co-Leader

- Attended the Leadership Training Course
- Planning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020

Band Member in Primary, Secondary and JC

2008 – 2017

Section Leader (Trumpet), Band Major (Admin), 2014-2015

- Consolidated the practice attendance in Excel spreadsheet

ACHIEVEMENTS AND AWARDS

- Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment)

APR 2017

SKILLS AND COMPETENCIES

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