

# TAN E-Zhen

## EDUCATION

<b>Singapore University of Social Sciences</b> <b>Bachelor of Science in Business Analytics</b> <ul style="list-style-type: none"><li>CGPA 3.52/5.0</li></ul>	<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>Writers@Work Enrichment</b> <i>English Tuition Centre for Primary and Secondary levels</i>	<b>JUN 2018 – Present</b>
<b>Teaching Assistant and Part-Time Teacher</b> <ul style="list-style-type: none"><li>Teaching relief classes for teachers who are on leave</li><li>Taught a regular P4Write class of 3 students from end May 2019 to end September 2019</li><li>Marking and grading scripts, ranging from P2 to APW (Secondary 3 and 4 students)</li></ul>	
<b>ERGO Insurance Pte Ltd</b> <i>Insurance Company</i>	<b>JAN 2018 – APR 2018</b>
<b>Temporary Administrative Assistant for the Marine Underwriting Team</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>	
<b>Part-Time / Ad-Hoc Service Staff in Food and Beverage Industry</b> <ul style="list-style-type: none"><li>Companies that I worked at are:<ul style="list-style-type: none"><li>Yoshinoya (S) Pte Ltd</li><li>Elsie’s Kitchen Catering Services Pte Ltd</li><li>Primarius Staffing Pte Ltd</li></ul></li><li>Counter duties, ensuring that the cash in the cash register is correct at the end of the day</li><li>Satisfying customers’ needs in taking orders</li></ul>	<b>DEC 2014 – APR 2018</b>

## ACTIVITIES

<b>Youth Expedition Project OEL318</b> <i>Community Service Project to Vientiane, Laos</i>	<b>JUN 2019 – JUN 2020</b>
<b>Co-Leader</b> <ul style="list-style-type: none"><li>Attended the Leadership Training Course</li><li>Planning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020</li><li>Liaising with community partner in Laos to coordinate the project objectives</li></ul>	
<b>Band Member in Primary, Secondary and JC</b> <b>Section Leader (Trumpet), Band Major (Admin), 2014 – 2015</b> <ul style="list-style-type: none"><li>Consolidated the practice attendance in Excel</li></ul>	<b>2008 – 2017</b>

## SKILLS AND COMPETENCIES

- IT Skills: Python, R (Introductory level), IBM SPSS Modeler, basic knowledge of HTML and Excel Visual Basic
- Language Skills: English (Native), Mandarin (Fluent)
- 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