

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	JUN 2018 – Present
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Teaching Assistant and Part-Time Teacher

- Teaching relief classes for teachers who are on leave
- Taught 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
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Temporary Administrative Assistant for the Marine Underwriting Team

- Managed the requests for insurance policies from clients
- Consolidated statistics by using pivot tables in Excel

Part-Time / Ad-Hoc Service Staff in Food and Beverage Industry	DEC 2014 – APR 2018
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- Companies that I worked at are:
 - Yoshinoya (S) Pte Ltd
 - Elsie's Kitchen Catering Services Pte Ltd
 - Primarius Staffing Pte Ltd
- 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	JUN 2019 – JUN 2020
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Community Service Project to Vientiane, Laos

Co-Leader

- Attended the Leadership Training Course
- Planning the reconnaissance trip to Laos in preparation for recruiting and organising the actual trip and the following local community project in 2020
- Liaising with community partner in Laos to coordinate the project objectives

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

- Consolidated the practice attendance in Excel

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 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