

TAN E-Zhen

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EDUCATION

Singapore University of Social Sciences Bachelor of Science in Business Analytics <ul style="list-style-type: none">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 <i>English Tuition Centre for Primary and Secondary levels</i>	JUN 2018 – Present
Teaching Assistant and Part-Time Teacher <ul style="list-style-type: none">Teaching a regular P4Write class of 3 students from end May 2019 to end September 2019Marking and grading scripts, ranging from P2 to APW (Secondary 3 and 4 students)	
ERGO Insurance Pte Ltd <i>Insurance Company</i>	JAN 2018 – APR 2018
Temporary Administrative Assistant for the Marine Underwriting Team <ul style="list-style-type: none">Managed the requests for insurance policies from current clientsConsolidated statistics by using pivot tables on Excel	
Primarius Staffing Pte Ltd <i>Employment Agency</i>	2015 – 2018
Ad-hoc work at hotels <ul style="list-style-type: none">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 <i>Caterer</i>	2015 – 2017
Casual work <ul style="list-style-type: none">Service staff at 2015 Para GamesService staff for 3 occasions at the SAFTI Military Institute	
Yoshinoya (S) Pte Ltd <i>Fast food restaurant</i>	NOV 2014 – DEC 2014
Part-time Service Staff <ul style="list-style-type: none">Counter duties, ensuring that the cash in the cash register is correct at the end of the daySatisfying customers' needs in taking orders	

ACTIVITIES

Youth Expedition Project OEL318 <i>Project to Vientiane, Laos</i>	JUN 2019 – Present
Leader <ul style="list-style-type: none">Attended the Leadership Training CoursePlanning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020	
Band Member in Primary, Secondary and JC Section Leader (Trumpet), Band Major (Admin), 2014-2015 <ul style="list-style-type: none">Consolidated the practice attendance in Excel spreadsheet	2008 – 2017

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