|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TAN E-Zhen**  Email: [eztan001@suss.edu.sg](mailto:eztan001@suss.edu.sg) | Website: <https://ezhentan.netlify.com> | | |  |  |
| **EDUCATION** | | |  |  |
|  | | |  |  |
| **Singapore University of Social Sciences** | | **JUL 2018 – JUL 2022** |  |  |
| |  |  | | --- | --- | | **Bachelor of Science in Business Analytics**   * CGPA 3.52/5.0 | **(expected)** | | | |  |  |
|  | | |  |  |
| **Jurong Junior College** | | **FEB 2016 – DEC 2017** |  |  |
| **GCE “A” Levels** | | |  |  |
|  | | |  |  |
| **WORK EXPERIENCE** | | |  |  |
|  | | |  |  |
| **Writers@Work Enrichment** | | **JUN 2018 – Present** |  |  |
| *English Tuition Centre for Primary and Secondary levels* | | |  |  |
| **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** | | **JAN 2018 – APR 2018** |  |  |
| *Insurance Company* | | |  |  |
| **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** | **2015 – 2018** | |  |  |
| *Employment Agency* | | |  |  |
| **Ad-hoc work at hotels** | | |  |  |
|  | | |  |  |
| **Elsie’s Kitchen Catering Services Pte Ltd** | **2015 – 2017** | |  |  |
| *Caterer* | | |  |  |
| **Casual work** | | |  |  |
|  | | |  |  |
| **Yoshinoya (S) Pte Ltd** | **NOV 2014 – DEC 2014** | |  |  |
| *Fast food restaurant* | | |  |  |
| **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** | | |  | **ACTIVITIES** |
|  | | |  |  |
| **Youth Expedition Project OEL318**  *Project to Vientiane, Laos*  **Leader**   * Attended the Leadership Training Course * Planning the reconnaissance trip to Laos in preparation for recruiting and planning the actual trip for 2020 | | **JUN 2019 – Present** | **Name of Activity or Organisation** |  |
|  | |  |  |  |
| |  |  | | --- | --- | | **Band Member in Primary, Secondary and JC** | **2008 – 2017** | | **Section Leader (Trumpet), Band Major (Admin), 2014-2015**   * Consolidated the practice attendance in Excel spreadsheet | | |  | | | | |  | |  | | --- | | **Position Title** |  * Achievement 1 using STAR   Achievement 2 using STAR |
| **ACHIEVEMENTS AND AWARDS** | | |  | **ACHIEVEMENTS AND AWARDS** [optional] |
| * Singapore Youth Festival (SYF) Arts Presentation 2017 (Certificate of Accomplishment) | | **APR 2017** |  |  |
|  | |  |  |  |
| **SKILLS AND COMPETENCIES** | | |  |  |
|  | | |  |  |
| * IT Skills: Python, R (Introductory level), Excel Visual Basic (Introductory level) * Language Skills: English (Native), Mandarin (Fluent) * Learn to Speak Korean 1 by Yonsei University on Coursera. Certificate earned on Saturday, June 30, 2018 8:21 AM GMT * Certificate of Completion for Introduction to Social Media Analytics from Temasek Polytechnic, obtained in July 2018 | | |  |  |