

KOH CHEE KIAT

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EDUCATION

Singapore University of Technology and Design (SUTD)

- Bachelor of Engineering (Computer Science and Design)
- GPA 4.30/5.0
- Expected Date of Graduation: August 2025

Singapore

September 04 to Present

WORK EXPERIENCES

Alexandra Hospital – National University Hospital,

Customer Service Staff

- Ensure covid rules are being followed.
- Handled administrative matters such as ward visitation and clinical appointments.

Jan 2021 – Jun 2021

Pantheon Education Centre,

Teaching Assistant

- Oversee small tuition groups of 7-10 students.
- During Covid, used online tools such as Zoom to teach classes.
- Prepared teaching materials for students and did marking for classwork and homework.

Oct 2021 – Jun 2022

SuccessNat Tutorial Centre,

Teaching Assistant

- Oversee small tuition groups of 7-10 students.
- Prepared teaching materials for students and did marking for classwork and homework.

Aug 2021 – Dec 2022

CO-CURRICULAR ACTIVITIES

ROOT Student Government – Singapore University of Technology and Design (SUTD)

Finance Director, Treasurer

- Managed budget and financial administrative matters through SAP Concur
- Keep close contact with Student Life to manage any financial issues that occur in a timely manner.
- Organised and assisted in events to raise funds for ROOT Student Government, raising over \$1000 (Burnout Shirt Sale, Stayed Up Till Dawn Shirt Sale)

Sep 2021 – Dec 2022

Back In the Days – ROOT Event

Programme Executive

18 May 2022

An event organised by ROOT during Covid for SUTD's clubs to communicate and learn from pre-covid exco batches on how to better manage their clubs as we step into a post-covid world

- Handled Financial matters for the event.
- Oversaw the event on the ground at Timbre+@Expo.

Vocomotives, Acapella Group– Singapore University of Technology and Design (SUTD)

Vice President

- Handle club's administrative matters
- Work with exco members to plan and organize performances for many University events (Lunchtime Performance, Freshmore Inauguration Ceremony, Donor's Appreciation Event etc...)
- Organised Introductory Workshops to Vocomotives for around 30 people

Mar 2022 – Mar 2023

ADDITIONAL INFORMATION

Technical Skills

- Microsoft Office (Excel, PowerPoint, Word)
- Adobe Suite (Illustrator, Premiere)
- Programming Language and Frameworks (Python, Java, HTML, CSS, SASS, JavaScript, Node, React, MongoDB)

Language Proficiency

- Fluent in English and Mandarin (Spoken and Written)

Others

- Have a strong interest in music, plays piano and trumpet.
- Grade 8 ABRSM certification in Piano