

JANINE DESIREE TAYAG DE LEON

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Strong-willed and resolute, I am an individual who thrives well in fast-changing environments. With a strong belief in self-improvement, I constantly seek out new ways to upgrade pre-existing, and gain new skills.

EDUCATION

2017 - 2020

NGEE ANN POLYTECHNIC

Diploma in Information Technology

Cumulative Grade Point Average: 3.02

2013 - 2016

DUNMAN SECONDARY SCHOOL

'O' Levels

E1R2B2: 14

WORK EXPERIENCE

OCT 2018 – PRESENT

SERVICE CREW

Kith Café

- Took down and served customers' orders
- Handled cash and card transactions
- Various interactions with customers; upselling of products, answering queries, etc.

FEB 2017 – SEPT 2017

RETAIL ASSISTANT

Nike

- Assigned various tasks like processing new stock, manning the fitting room, and ensuring store cleanliness
- Tasked to serve customers and meet their needs as much as possible
 - Getting sizes, sharing product knowledge to help them find the product best suited for them.

DEC 2017 – FEB 2017

CASHIER

NTUC Fairprice

- Serve customers at the cash register
- Tasked with doing "settlement"
 - Count the cash & total for all the other method of payments such as via credit card, NETS, and vouchers
- Declare the amounts into the system and ensure what was counted tallies with what is recorded in the system

CO-CURRICULAR ACTIVITIES

2018 - PRESENT

ICT SOCIETY

School of Infocomm Technology (ICT)

FACTION HEAD

- Planned various camps for the students of ICT, notably the annual Compulsory School Orientation Camp (CSOP)
- Participated in school-wide events such as Ngee Ann Polytechnic's Open House and Red Camp
- Participated in various volunteer events like Food From The Heart

2018 - PRESENT

SINGAPORE COMPUTER SOCIETY STUDENT CHAPTER

Student Group for Singapore Computer Society

SECRETARY

- Assisted in the coordination of events for Singapore Computer Society

2018 - PRESENT

TAEKWONDO

Sports Club in Ngee Ann Polytechnic

MEMBER

- Participated in Taekwondo Open Championships

2018 - PRESENT

OVERSEAS IMMERSION PROGRAMME

Month-long Study Trip in China

CLASS LEADER & SUBGROUP LEADER

- Ensured the well-being of everyone in my class
- Learnt more about adaptability in different environments

ACHIEVEMENTS

2018 - PRESENT

INDUSTRY PREPARATION FOR PRE-GRADUATES

iPREP Programme

2016

OUTSTANDING LEADERSHIP AWARD

Dunman Secondary School

SKILLS

PROGRAMMING

Front-end Development: HTML5, CSS, Javascript, JQuery

Back-end Development: ASP.NET, SQL,

Mobile App Development: Swift

Other languages: Python, C#, C++, R

SOFTWARE SKILLS

Microsoft Word & Microsoft Powerpoint

Adobe Premiere Pro

LANGUAGES

English – Native Proficiency

Tagalog – Native Proficient

Chinese – Basic Conversational

French – Basic Conversational

REFERENCES

Mr. Suresh Kumar

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