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| |  | | --- | | WORK AND INTERNSHIPS **Part-time Private Tutor | Secondary school and Junior College level | June 2019 – Present**   * Taught Secondary school Combined Sciences, Pure Chemistry and Junior College H2 Chemistry * Planned engaging lessons * Built strong rapport with both students and parents * Maintained open communication with parents about students’ progress * Established clear objectives and goals for students to work on * Constructed own materials according to the student’s needs * Adopted a flexible and versatile teaching style for every different student  Smooy - Natural Ice Yogurt (Yuyi PTE LTD)| Polyvalent employee| March – August 2018  * Managed purchase transactions daily by meticulously handling all the money with 100% accuracy * Provided excellent customer service and were offered an extension of contract * Managed stock taking and re-organized resources * Learnt to satisfy both customers’ and employers’ demands even if they are conflicting * Learnt to adapt quickly to new environments * Built confidence to single-handedly make impromptu decisions  Marina Bay Cruise Centre | Check-in Agent | July – September 2016  * Learnt to adjust to electronic devices efficiently. * Picked up plenty of customer service skills * Learnt to push through personal limits and discomfort to fulfil job requirements. * Provided customers with politeness and professionalism  CCA and VOLUNteer experiencesNUS Science Bash (pageant) | Sub-committee Welfare Member | Aug 2018 – present  * Organized outdoor and overseas activities for the committee and successfully strengthened the bond between them * Led the committee through events such as Halloween and Valentine’s Day booth decoration * Ensured that the welfare of the participants was taken care of through reassurance and effective communication  National Youth Council Singapore | Tutor | Dec 2017 – Jan 2018  * Conducted one-on-one Physics lessons for 2 Secondary level special needs students and helped them to pass their common tests. * Broke down difficult concepts to help students understand better * Inspired the students through close mentorship and imparted knowledge beyond academics to help them explore their interests  Student Ambassador | Ambassador | Jan 2016 - 2017  * Put professional skills to work through helping host major school events * Responsibilities included ushering important stakeholders of the school from different countries. * CCA inculcated valuable grooming skills | | |  | | --- | | Education **NATIONAL UNIVERSITY OF SINGAPORE** Aug 2018 – Present  Bachelor in Science (Chemistry)  Chemistry  May 2022    INSERT RELEVANT COURSEWORK/MODULES TAKEN  • List name of coursework/modules relevant to the internship | | |  |  | | --- | --- | |  |  | | Tohjiamin123@gmail.com | 98480642 | | A picture containing object, drawing  Description automatically generated |  | | Website: jiamintoh.github.io |  | | | additional information **Language:** Strong execution of English and Chinese  **Computer:** Python, Microsoft Excel  **Interests:** Piano, Yoga, Teaching  **Academic Awards:** Edusave Award for Achievement, Good Leadership and Service 2016  Edusave Good Progress Award 2016 | |