

**Tan Jing Kai**      jingkai.t27@gmail.com  
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Undergraduate at SUTD

## Experience

### Marketing and External Relations Manager, SGP Foods, Jan 2022 to Mar 2022

*Marketing, Business Management & Team Leadership*

- Researched and developed the curriculum for the Management Associate's Program to develop talents within the company while reducing the cost of programme by 70% through grants.
- Created contents for physical and virtual booths in 2 separate collaboration with NTU to increase awareness on sustainability, resulting in increased brand awareness.
- Created official marketing collaterals (brochures, posters) to build brand identity and materials to showcase our tech products, which are to be used by the executive team for business presentations.
- Assisted the CEO in managing external relations, such as business partners or clients.

## Education

### Singapore University of Technology and Design

Sep 2022 to

Bachelor's Degree

### Hwa Chong Junior College

Jan 2018 to Dec 2019

GCE A Levels

## Leadership

### Army Intelligence Officer, Singapore Armed Forces, Dec 2020 to Nov 2021

*Organisational Leadership, Project Management & Event Coordination*

- Led pre-planning and event coordination to ensure the safe and smooth running of numerous high risk conducts, resulting in 0 safety incidents in all conducts I led.
- Managed a team to oversee maintenance and repair of critical server rooms around the entire camp, leading to 90% of all damages to be repaired in less than 8 weeks efficiently.

### OCIP Team Leader to Chiang Mai, Jun 2019

*Decision-Making, Team Development & Task Delegation*

- Led and designated taskings among the team to help Chiang Mai students with their university applications through giving tips for English and writing resumes, with 95% saying that our sharing made them more confident for their applications.
- Actively communicated and organised feedback sessions to bridge coordination and communication between teachers and participants before, during and after the trip, ensuring the smooth and coordinated running of the trip.

### EXCO of Self-initiated Local CIP Programme, WeCare, Sep 2018 to Apr 2019

*Strategic Planning, Teamwork & Communication Skills*

- Organised dance classes to help individuals recovering from addictions keep fit and get away from addictive thoughts for 10 weeks, with all participants providing positive reviews each class.
- Brainstormed ideas and actively engaged individuals at WeCare to provide 3 different rehabilitative activities tailored to their needs over 6 months, providing fun and exciting activities for all in rehabilitation.

## Certifications

SQL – MySQL for Data Analytics and Business Intelligence (Udemy)

Docker for the Absolute Beginner – Hands On – DevOps (Udemy)

Digital Analytics and Optimisation (Laures Academy)

## Skills

Photoshop  
Final Cut Pro

Python  
SQL  
Tableau

HTML  
CSS  
JavaScript

Lightroom  
Public Speaking