Tan Jing Kai

Freshmore at SUTD

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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 collaborations 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.

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.

Education

Singapore University of Technology and Design
Sep 2022 to May 2027

Bachelor's Degree (Expected Computer Science and Design)
Masters in Technological Entrepreneurship

Hwa Chong Junior College
Jan 2018 to Dec 2019

GCE A Levels

Leadership

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)
- Conducted research on vaccine effectiveness in preventing spread of Covid-19 in Singapore, by using SQL to analyse a data set on Singapore's Covid-19 cases and presenting findings on Tableau.

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

Digital Analytics and Optimisation (Laures Academy)

Skills		
	Code	Python, Data Analytics (SQL, Tableau), Front-End Web Development (HTML, CSS, JavaScript)
	Personal Development	Public Speaking, Blogging, Writing
	Personal Interests	Video Editing (Final Cut Pro), Photography, Photo Editing (Photoshop, Lightroom)