



# JOEL TAN

## SOCIOLOGY MAJOR

### RELEVANT SKILLS

Writing (web copy, long-form, academic)

Social Media Management (Instagram, Facebook)

Photography & Videography  
Photo Editing (Photoshop, Lightroom)

Video Editing (DaVinci Resolve)  
Conversant in German (A2 level, CEFR)

Basic Singapore Sign Language (Level 1)

Electronic Direct Mail (MailChimp)

### CONTACT DETAILS

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### EDUCATION

#### National University of Singapore

Bachelor of Social Sciences (Honours) | 2017 - Present

Cumulative Average Point: 4.56/5.0 (Highest Distinction)

### WORK EXPERIENCE

#### Poetry Festival Singapore

Project Assistant | May - Aug 2019

- Crafted effective copy & creative assets for marketing outreach efforts (e.g. social media, PFS website, EDM, press release)
- Conducted in-person & online interviews with established local & international artists, volunteers and audience members
- Produced & edited publicity materials ranging from aforementioned interviews and trailers and to social media graphics and event photos
- Managed the organisation's social media feeds, ensuring steady audience engagement
- Assisted with planning, logistics, & on-the-ground duties for poetry competitions, conferences & an annual literary festival

### LEADERSHIP

#### tWord, Tembusu College (Aug 2017 - Jan 2019)

Co-founder | 2017 - 2018

- Facilitated collective writing exercises & constructive critique between participants during weekly sessions
- Mediated between the IG & the college Arts' Council, updating the Council about our plans & crafting performance items for college-wide arts events

#### Hwa Chong Corporate Communications Editorial Committee

Student Reporter | 2013 - 2014

- Spearheaded interviews with various personalities ranging from national athletes to community leaders, which were then featured in 'Panorama', the official school magazine
- Co-authored a profile of Nobel Laureate Kurt Wüthrich which was later featured in an academic journal

#### Hwa Chong English Literature, Debate, Drama & Film Society

Co-director, Literature Wing | 2013 - 2014

- Oversaw the publishing of "Litmus", the society's annual poetry zine, from conceptualization & creative direction to printing & distribution
- Co-organised 'YAWP', the society's annual public poetry slam

### OTHERS

- Performed at Orchard Road as part of a musical duo for the BUSKING@\*SCAPE initiative from 18-19 Jan 2020
- Served as co-director for the Treblemakers acapella group in Tembusu College, overseeing trainings and putting up performances for various school and public events (2018-2019)
- As a volunteer with the Different Dragons dragonboating team, coached clients with varying developmental and physical disabilities in paddling techniques (2019)
- As an ambassador with Theatreworks, wrote a review of "Three Inches of Alive" (2015) for the official TheatreWorks blog which can be viewed [here](#)