

Name: Joy Poh

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Internship Objective

A Year 3 student pursuing a Diploma in Digital Design and Development at Republic Polytechnic who constantly aims to improve myself and the skills that I have learnt in school. Currently, I am seeking an internship opportunity to further improve my skills and push my capabilities further. I am eager to apply the knowledge attained to make valuable contributions to the organization.

Summary of Key Skills

- Python & Java Programming
- Database Systems (SQL)
- Adobe XD, Adobe Illustrator, Adobe Photoshop
- Android App Development
- Front-End Web Development (HTML, php, CSS)
- Software Development
- IT Security & Management
- Basic knowledge in cybersecurity
- Customer service
- Problem solving
- Teamwork
- Communication
- Collaboration
- Adaptability
- Bilingual in English & Chinese, spoken and written

Education

Republic Polytechnic

April 2022 - Current

Anticipated completion date: Feb 2025

Diploma in Digital Design & Development

Geylang Methodist School (Secondary)

January 2018 – December 2021

GCE O Level

Kheng Cheng School

January 2012 – December 2017

PSLE

Volunteer and Leadership Experience

ISC2 Youth Wing Marketing EXCO

March 2024 – Current

Marketing EXCO

- Design and create eDMs for upcoming events

Digital for Life (DfL) Student Ambassador with CSA, IMDA

27 – 28 October 2023, 4 – 5 November 2023

Student Ambassador

- Taught seniors how to download Scamshield, Anti-Virus software on their phone
- Explained the importance of staying safe online to the seniors
- Helped to troubleshoot any problems the senior faced with downloading/setting up the apps
- Answered any questions/queries that the seniors have

Girls in Tech @ Cross Polytechnic Singapore

June 2023 - Current

Publicity EXCO

- Design and create eDMs for upcoming events
- Take photos/videos of events, and create Instagram posts for post-event posting
- Brainstorming ideas for GiT website (In-Progress)

The Globalites, Publicity Committee

April 2023 - Current

- Designed Instagram posts for different national/worldwide events

School of Infocomm (SOI) Club Member, Peer Supporter

April 2022 – Current

- Led and facilitated the Year 1 Freshmen Orientation with other Student Leaders in the club
- Check-in with the Year 1s on how they are coping in school
- Participated in various club activities
- Assisted at the Diploma Booth for Open House 2024, promoting the diploma and answering questions of individuals
- Helped out with the JAE FreshStart Programme 2024

Orientation HeadStart Program, Facilitator

March 2023 – March 2023

- Lead and facilitate the workshop programme
- Taught the incoming year 1s that EAE-ed basic introduction to python

Coding for Kids Workshop, Buddy

September 2022 – September 2022

- Guided and taught the primary school kids from Mendaki how to code in python, and create a simple game in python

The Girls' Brigade, Officer (Voluntary Adult Leader)

January 2022 - Current

- Lead and mentor girls
- Plan and facilitate camp as Camp Commander

Achievements & Awards

Service – Learning M.A.D Award

January 2024

- Awarded to students who have achieved excellence and made significant contributions to service-learning programs, both local and overseas

References

Available upon request

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