

Joy Poh

Student at
Republic Polytechnic

DETAILS

Singapore
+65 9668 8756
pohjoybb@gmail.com

LINKS

[LinkedIn](#)

SKILLS

Ability to work in a Team
Adaptability
Adobe XD
Android App Development
Basic Cybersecurity Knowledge
Canva
Communication
HTML, CSS & JavaScript
Illustrator
Java
Leadership
Microsoft Office
PHP
Problem Solving
Python
Software Development
SQL

LANGUAGES

English
Chinese

HOBBIES

Listening to/Playing
Music
Reading

Profile

Final year polytechnic student working towards a Diploma in Digital Design & Development. With experience in crafting seamless designs and app development, Joy is passionate about creating intuitive and user-friendly digital experiences. Outside of academics, Joy is dedicated to contributing back to society through various service learning projects and outreach efforts. Her commitment to community service, coupled with her leadership roles in various co-curricular activities, has further enhanced her teamwork, communication and problem-solving skills, making her eager to continue to make a positive impact on society.

Employment History

Retail Sales Associate, J&R Bossini Fashion Pte Ltd, Singapore

DECEMBER 2021 - MAY 2022

1. Manned Point of Sale system and did cashiering
2. Unpack and replenish stocks based on sizes
3. Addressed customer queries with value-added product knowledge

Retail Sales Associate, Decathlon, Singapore

JUNE 2023 - DECEMBER 2023

1. Manned the Self-Checkout counters, and taught customers who did not know how to use the machine
2. Unpack and replenish empty shelves
3. Addressed customer queries with value-added product knowledge

Education

Diploma in Digital Design & Development, Republic Polytechnic, Singapore

APRIL 2022 - CURRENT

Anticipated date of completion in March 2025

O Level, Geylang Methodist School (Secondary), Singapore

JANUARY 2018 - DECEMBER 2021

Graduated with O-Level Cambridge Certification

Internships

Test Automation Engineer, Overseas Chinese Banking Corporation, Singapore

MARCH 2024 - JANUARY 2025

1. Perform documentation of testcases
2. Scripting and maintaining of automation scripts for testcases using Tricentis Tosca
3. Collaborate with Product Owners and colleagues from different departments on regression and demands

Co-Curricular Activities

Republic Polytechnic School of Infocomm Club, Singapore

APRIL 2022 - CURRENT

1. Led and facilitated the Year 1 Freshmen Orientation 2023 with other Student Leaders in the club
2. Participated in various club activities such as RP Tech Challenge 2023, Basics of CTF workshop & SCS x SOI Club Career Mentoring Session
3. Helped out with the Joint-Admission Exercise Freshstart Programme 2024

Republic Polytechnic The Globalites, Singapore

APRIL 2023 - CURRENT

1. Designed Instagram posts for different national/worldwide events
2. Participated in events such as Welcome Tea, Canva Workshop for Publicity members, hosting of international students for campus visit

Girls in Tech (Cross-Polytechnic), Singapore

JUNE 2023 - CURRENT

1. Sub-committee member in 2023, Executive Committee member in 2024 under the Publicity department
2. Collaborated with peers from other schools of various departments to design and create eDMs for upcoming events
3. Take photos and videos of events to create Instagram posts for post-event posting

Volunteer & Project Experience

The Girls' Brigade, Voluntary Adult Leader, Singapore

JANUARY 2022 - CURRENT

1. Lead and mentor girls
2. Planned and facilitated camp as Camp Commander at Company level

Orientation Headstart Program, Singapore

MARCH 2023 - MARCH 2023

1. Lead and facilitated workshop program
2. Taught the incoming Year 1s that EAE-ed (Early-Admission-Exercise) basic introduction to Python

Digital for Life Student Ambassador with CSA, Singapore

OCTOBER 2024 - NOVEMBER 2024

1. Taught seniors how to download Scamshield, Anti-Virus Software on their phone
2. Helped to troubleshoot any issues the seniors faced with downloading/setting up the apps
3. Explained the importance of staying safe online to the seniors
4. Answered any questions that the seniors have

RP Open House 2024, Singapore

JANUARY 2024 - JANUARY 2024

1. Led in school tours and shared personal experiences of school
2. Attended to various visitors for enquiries at school booth

Mobile Photography and Security Workshop, Singapore

JANUARY 2024 - JANUARY 2024

1. Led a school team of 10 student volunteers to teach elderly on mobile photography and safe surfing online
2. Brief student volunteers and disseminate information arranged by lecturer

ISC2 Chapter Youth Wing Marketing EXCO, Singapore

APRIL 2024 - CURRENT

1. Design and create eDMs, posts and newsletters for upcoming events and social media
2. Take photos of events for post-event posting on Instagram
3. Worked closely with others in the team to host and support events such as 'Secure Your Future' Workshop & CTF Challenge for a group of over 150 student members