

CLAUDINE KOH JIA YAN

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PERSONAL PROFILE

I am currently pursuing a Bachelor's Degree in Computer Science (Game and Mobile Development) awarded by University of Wollongong, Australia. I have just completed my final term and am expected to graduate in May 2024.

I have also graduated with a Diploma in Hotel and Leisure Facilities Management in Ngee Ann Polytechnic. During my time in Ngee Ann Polytechnic, I have actively been participating in Touch Rugby CCA while managing my studies. This has given me the opportunity to hone my discipline, communication, and time management skills. I love to put my skills to the test and work hard to achieve my goals.

Being a diligent and goal-oriented person, I strive to be a team player in achieving excellence and enjoy putting my skills to the test. I am definitely certain that my skills and attitude allows me to be a perfect member of the team.

I am able to start in May 2024 and would be grateful for an opportunity to discuss my application in an interview at your convenience. Thank you for your time and I look forward to your favorable reply.

EDUCATION

2021 – 2024	Bachelor Degree in Computer Science (Game and Mobile Development), University of Wollongong
2016 – 2019	Diploma in Hotel and Leisure Facilities Management, Ngee Ann Polytechnic
2012 – 2015	‘Express’ and ‘O’ Levels, Kuo Chuan Presbyterian Secondary School

WORK EXPERIENCE

Oct 2022 - Dec 2022	Product Analyst Intern @ Raffles Kidz International As a product analyst intern, my role was to research new technologies and trends in the industry, resulting in improved processes and new ideas for our software. I was also tasked to assist in the development of a new product, resulting in increased work efficiency and better user experience.
Aug 2020 - Apr 2021	Auxiliary Police Officer (Armed) @ Certis Cisco Security I was deployed to Changi Prison as an armed Auxiliary Police Officer. My role was to perform access control and guarding duties at the site.
Sep 2019 - Mar 2020	Sales Executive @ Treedots Enterprise As a sales executive, my main role was to acquire leads for the company and to maintain relationships with both B2B and B2C customers. Additionally, I was transferred to Middle Office to be the bridge of communication among departments and to support the Sales Team.
Jun 2019 - Sep 2019	Consultant Associate @ The Supreme HR Advisory Source for potential candidates to meet clients’ requirements. Support business development as well as to act as an adviser in areas of recruitment operation solutions. Review, understand and support in the fulfillment of recruitment needs of clients.
Mar 2019 - May 2019	Sales Representative @ Titans Marketing Group I was an Open Electricity Market (OEM) representative, where not only was I able to pick up skills relating to sales, I was able to improve communication skills when dealing with customers. Additionally, I was also able to further my experience in leadership as well as recruitment skills.)

Sep 2018 – Feb 2019

Energy & Sustainability Intern @ Resorts World Sentosa

Under the Facilities Management & Engineering department in Resorts World Sentosa, I was an intern in the Energy & Sustainability team

Nov 2015 – Dec 2017

Waitress, Feast@East, Grand Mercure Roxy Hotel (Part-time)

Feast@East is a buffet restaurant with function rooms to hold events. Worked as both a server in the buffet restaurant, as well as to setup the function rooms for event luncheons or dinners

May 2016 – June 2016

Banquet Server, Swissotel (Part-time)

As part of my coursework, I was given the opportunity to pick up banqueting skills that strengthens my customer service skills.

Oct 2016 – Nov 2016

Housekeeping Bed-stripper, Fairmont Hotel (Part-time)

While completing my coursework as a housekeeping assistant in Fairmont Hotel, I learnt about the fundamentals of bed stripping and housekeeping of hotel rooms.

CO-CURRICULAR ACTIVITY AND COMMUNITY SERVICE

Apr 2016 – 2019

Ngee Ann Polytechnic

Touch Rugby Club (Admin Head)

Peer Helpers' Support Group (Member)

Jan 2012 – Aug 2015

Kuo Chuan Presbyterian Secondary School

Student Council (President)

Shooting Club (Member)

June 2014

Outward Bound Singapore (Participant)

Student Leadership Camp (Participant)

This camp, held by Ngee Ann Polytechnic, invites only student leaders from secondary schools to attend. During the course of this camp, gave us experiences to hone our leadership skills

CERTIFICATES AND AWARDS

Oct 2018

Touch Rugby POL-ITE Competition – Participant (Team)

Oct 2017

Touch Rugby POL-ITE Competition – Participant (Team)

Oct 2016

Creative Video-making Award

Sep 2016

Touch Rugby POL-ITE Competition - Participant (Team)

Jan 2016

EAGLES Award

Sep 2015

Inter-class Softball Competition – Champion (Team)

2015

Singapore Shooting Nationals - Silver Award (Team)

Jan 2014

Edusave Good Progress Award Edusave Character Award

SKILLS

Personal Skills & Traits

- Able to work independently & as team member
- Goal-Oriented and will work hard to achieve goals
- Adaptable to changes
- Self-motivated and a fast learner

Computer Language Skills

- Java
- HTML
- MySQL
- MongoDB
- C Language (C#/CPP)
- JavaScript
- Python
- Kotlin

Technical Skills

- Godot Game Engine
- AndroidStudio
- Unity Game Engine
- Microsoft Office Applications
- AutoCAD
- Adobe Photoshop
- Adobe XD
- Adobe Illustrator
- Opera Software
- SketchUp Application
- Canva

Communication Skills

- English: Written and Spoken
- Mandarin: Written and Spoken

REFEREES

Available upon request.