

## Justin Kai-Zhong TAN

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### Personal Statement

As a current undergraduate in the National University of Singapore, School of Computing Information Systems major, I have been exposed to both the theory as well as technical aspects of businesses. Through modules ranging from communications to system development, and also having held the rank of an Officer in the Singapore Armed Forces (SAF), I have developed valuable skill sets such as planning, communication and organization which I believe will put me in good stead to excel in a start-up environment.

**Business and Technical Communication** is a unique module that forces students to adopt the role of an employee in a corporate environment. The structure as such has enabled me to effectively simulate different scenarios in the working world and hone my communication skills under those conditions. One of the highlights for this module is the adaptation of the American reality television series Shark Tank, where we were tasked to formulate a business plan and deliver a pitch to our Professors who were taking on the role of potential investors (also known as Sharks in the series). From brainstorming to planning to presentation, we had to be **innovative**, **meticulous** and **persuasive** in order for us to be a class above the rest.

**Enterprise Systems Development Project** is a 6 man team project that walks students through a complete Systems Development Life Cycle to develop an enterprise-grade business information system (for specific assessment criteria please refer to Appendix A). Having chosen the retail industry, our team had to deal with aspects such as warehouse management, e-commerce, head-quarter system and store front management which include the Point-of-Sale machine. The intense environment and steep learning curve was well received with **detailed planning** and **effective communication**. The latter, coupled with excellent **teamwork**, **time management** and ability to **capitalize on each other's strengths** enabled us to push through each obstacle and rise to the occasion.

During my tenure as an **Officer in the SAF**, I held the appointment of a Platoon Commander in the Basic Military Training Centre (BMTC) where I had to be aware of the bigger picture but at the same time pay close attention to the details. This meant that I had to lead the platoon in the direction as stipulated by my superior and at the same time have an **eye for detail** as I had to oversee the 4 commanders and 64 recruits under my charge.

**Interpersonal skills** were cultivated over time as I learnt to adopt different roles when required, drawing the line between friend and superior, work and play. **Analytical skills** and **pattern recognition** was necessary for the eventual ranking of all 60 recruits at the end of the course as well as recommending outstanding individuals for leadership tracks.

Having to provide suggestions and projects to better the organization (SAF), I had to be **innovative** and think out of the box to improve the existing systems and facilities. Moving forward, I hope to bring this culture to wherever I go, increasing the efficiency for both the client and company.

My skill sets aside, I am looking to secure a position in a company where I can bring immediate and strategic value and develop current skill sets further. I hope my desire to learn coupled with my skills and traits above will enable me to contribute positively to the company during my internship. I look forward to meeting you for an interview.

## Education

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Aug 2015 - Present	<b>National University of Singapore (NUS)</b> <ul style="list-style-type: none"><li>Bachelor of Computing (Honors) in Information Systems (Course details in Appendix A)</li></ul>	Singapore
Jan 2011 - Dec 2012	<b>Anglo-Chinese Junior College</b> <ul style="list-style-type: none"><li>Singapore-Cambridge General Certificate of Education Advanced Level</li><li>Subjects: General Paper (D), Physics (B), Chemistry (A), Mathematics (C), Economics (A), Project Work (A)</li></ul>	Singapore

## Work Experience

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May 2017 – Aug 2017	<b>Stendard</b> <i>Technical Intern</i> <ul style="list-style-type: none"><li>Web Application Developer at a 3 year old start-up</li><li>Managed front-end and back-end development using PHP</li></ul>	Singapore
Apr 2014 - March 2015	<b>Singapore Armed Forces</b> <i>Platoon Commander (Lieutenant)</i> <ul style="list-style-type: none"><li>Led 3 batches of recruits through Basic Military Training</li><li>Conducted school level (7 Companies) Games Day</li><li>Organized Safety Day event involving all Basic Military Training Centre commanders</li></ul>	Singapore

## Scholastic Achievements/Extracurricular Activities

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Aug 2015 - Present	<b>Community Outreach</b> <ul style="list-style-type: none"><li>Spent time with low-income families twice a month</li><li>Organized meal sessions with the elderly and engage in sports activities with the younger children</li></ul>	Singapore
Dec 2016	<b>Mission Trip to Timor-Leste, Dili</b> <ul style="list-style-type: none"><li>Planned and executed a one week programme with Cocoon Dili, a Non-Governmental Organization that works with children and youth</li></ul>	Singapore
May 2016 - Aug 2016	<b>Orbital Summer Programme 2016</b> <ul style="list-style-type: none"><li>Accorded the Project Gemini (Intermediate) level of achievement</li><li>The aim of the project was to improve the involvement in social projects in Singapore and this was executed through designing a web application</li></ul>	Singapore
Sept 2012	<b>Singapore Schools Sports Council Colours Award (TEAM)</b> <ul style="list-style-type: none"><li>Awarded for obtaining 4<sup>th</sup> position in the National Inter-School 'A' Division Volleyball Tournament</li><li>This award was given to recognize and reward excellence of performance</li></ul>	Singapore

## Skill Sets & Proficiency

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<b>Office Productivity</b>	Microsoft Word, PowerPoint	Proficient
	Microsoft Excel, Publisher	Intermediate
<b>Web</b>	HTML, CSS	Proficient
	JSP technology	Intermediate
	PHP	Basic
<b>Database</b>	MySQL DBMS	Intermediate
	SQL	Intermediate
	PostgreSQL	Intermediate
<b>Programming</b>	Java	Proficient
<b>Scripting</b>	JavaScript	Basic
<b>Markup</b>	XML	Basic
<b>Frameworks</b>	Java EE	Intermediate
	cakePHP	Intermediate
	PHP Laravel	Intermediate
<b>Operating Systems</b>	Linux	Basic
	Windows 9x, 2000, XP	Basic
<b>Non-technical Skills</b>	Project Management	Basic
	Writing/Publications	Basic

## Language Proficiency

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<b>Spoken</b>	English – fluent; Mandarin – fluent; Malay – basic
<b>Written</b>	English – competent; Chinese – average

## Additional Information

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<b>Hobbies</b>	Rock Climbing
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## APPENDIX A

**Degree:** Bachelor of Computing (Honors) in Computer Engineering  
**Cumulative Average Point: 4.06 / 5.00**

Year	Level	Course Description	Grades
Aug – Nov 2015	Year 1/Semester 1	Programming Methodology	B+
		Discrete Structures	S
		Quantitative Reasoning	B+
		Computing And Society	B+
		Strategic IT Applications	S
Jan – May 2016	Year 1/Semester 2	Data Structures and Algorithms I	B+
		Nation-Building In Singapore	A
		Natural Heritage Of Singapore	B+
		Requirements Analysis and Design	B
		Calculus With Applications	A
		Roots And Wings – Personal And Interpersonal Effectiveness 1.0	CS
Aug – Nov 2016	Year 2/Semester 1	Database Systems	B+
		Critical Thinking In The Information Age	A
		Enterprise Systems Development Concepts	A-
		Software Team Dynamics	A-
		Probability And Statistics	B+
		Independent Work #	CS
Jan – May 2017	Year 2/Semester 2	Financial Accounting	B
		Enterprise Systems Development Project ##	B
		Business And Technical Communication	B+
		Management Of Information Systems	B-
Aug – Nov 2017	Year 3/Semester 1	Introduction To Computer Networks	In Progress
		Digital Media Marketing	In Progress
		Mobile Apps Development for Enterprise	In Progress
		IT Project Management	In Progress
		Public Health In Action	In Progress

# The **Independent Work** module is also known as the Orbital Summer Programme in NUS where students will spend 3 months of their summer holidays to pick up software development skills on their own. The Orbital framework motivates and facilitates the application of the skills to create a project of their own design through structured peer evaluation, critique and submission of milestones followed by a show case of the end product at the end of the programme.

## The **Enterprise Systems Development Project** requires students to work together in groups of 6-7 and walk through a complete Systems Development Life Cycle to develop an enterprise-grade business information system. Emphasis will be placed on requirements analysis, system design, user interface design, database design and implementation efficiency. Students will thus be assessed on understanding and applying software engineering knowledge on a real-life application system.

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### NUS Grading Scale:

A+ & A (5.0); A- (4.5); B+ (4.0); B (3.5); B- (3.0); C+ (2.5); C (2.0); D+ (1.5); D (1.0); F (0)

S = Satisfactory; U = Unsatisfactory

CS = Completed Satisfactorily; CU = Completed Unsatisfactorily

EXE = Exempted; IC = Incomplete; IP = In Progress; W = Withdrawn