

## SEOW JIA QI

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### EDUCATION

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**Singapore University of Social Sciences**  
**Bachelor of Science in Business Analytics**  
**with Work-Study**

- CGPA 3.69/5.0

**Jul 2019 – Dec 2022**  
**(Expected)**

**Singapore Polytechnic**  
**Diploma in Engineering Systems**

- GPA 3.493/4.0

**Apr 2016 – Apr 2019**

### WORK EXPERIENCE

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**SATS Ltd**  
**Intern – Business Analyst**

- Work with business users to identify their data needs and provide data support and reporting templates as required

**Sep 2021 – Present**

**GLOBAL SCP MEDICAL SYSTEMS PTE LTD**

**Intern – Business Analyst**

- Data cleaning and assist in newly implemented ERP system

**Jun 2021 – Sep 2021**

**BERRIES WORLD OF LEARNING SCHOOL**

**Teacher Aide**

- Managed classes well and handle parents' demands effectively

**Sep 2018 – May 2021**

**IRON MOUNTAIN**

**Intern**

- Developed a Google spreadsheet inventory to increase productivity and reduce the processing time, saving an estimation of \$510/month

**Mar 2018 – Aug 2018**

**STARBUCKS**

**Barista/ Customer Service**

- Effectively manage my time and prioritize tasks

**Jun 2014 – Dec 2014**

### CO-CURRICULAR ACTIVITIES

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**SINGAPORE POLYTECHNIC, FRESHMEN ORIENTATION CAMP**

**Peer Mentor**

- Display and demonstrate projects done in year 1

**May 2017 -**

**SINGAPORE POLYTECHNIC, ROCK CLIMBING: FRESHMEN ORIENTATION CAMP**

**Camp Organiser**

- Planning and preparing for the 2-day camp

**Apr 2017 -**

### SKILLS

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**Bilingual**

Proficient in written and spoken English and Chinese

**Microsoft Excel (Advanced)**

Utilize the use of Excel productively with the functions learned

**Data Analytics Software**

Spotfire, IBM SPSS Modeler

**Data Visualisation Software**

Tableau, Power BI