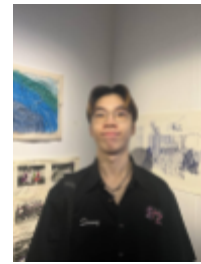


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Internship Objective

A second year student in Republic Polytechnic with a strong passion in creating user-centered and visually appealing digital experiences. My greatest strengths lies in my ability to empathize with users, and translating their needs into intuitive and elegant design works. Seeking to apply for the role of UI/UX Designer at your company, as I believe my skills in wireframing, user research and user interface design align with the company's aim to deliver user experiences to the consumers.

Summary of Key Skills

- Programming using Java, Python, HTML, CSS
- Database Systems
- Adobe Photoshop, Illustrator, XD
- Canva
- Customer service
- Problem-solving
- Creative-thinking
- Time-management
- Teamwork
- Critical-thinking
- Effective Communications, bilingual in English and Mandarin, spoken and written

Education

Republic Polytechnic

Diploma in Digital Design and Development
Cumulative GPA as of Year 2 Semester 1: 2.98

Anticipated completion date

May 2025

Kuo Chuan Presbyterian Secondary School

2018 - 2021

Attained 3 GCE "O" Level subject pass

Work Experience

Safe Entry Check-in

Nov 2021 - May 2022

Part-timer

- Managed entry checkpoint, conducted temperature checks, and verified vaccination status to ensure COVID-19 safety.
- Streamlined check-in during peak hours, reducing wait times and enhancing customer satisfaction.
- Politely denied entry to non-compliant individuals, maintaining safety protocols.

Hugo Boss

Aug 2022 - Dec 2022

Part-timer

- Addressed customer complaints, empathised and resolved issues for improved customer satisfaction.
- Coached new part-time employees, identifying and rectifying areas of improvement.
- Dealt with challenging customers professionally, contributing to a positive shopping experience.
- Gained experience in handling and addressing customer conflicts.

ISS World Asia 2023

5 - 6 September 2023

Event Helper

- Efficiently managed event door monitoring, headcount, ensuring smooth entry.
- Handled a surge of late arrivals, maintaining order and an organized atmosphere.
- Demonstrated adaptability in dealing with last-minute changes and technical issues during the event.
- Acquired event management skills

AWS Public Sector Day 2023

5 October 2023

Event Helper

- Managed event registration and door monitoring, ensuring a swift and organized check-in process.
- Adapted to last-minute registration changes and provided assistance to attendees.
- Effectively managed a high volume of simultaneous arrivals, preventing congestion.

Volunteer and Leadership

HCA Hospice & Tan Tock Seng Hospital (TTSH)

Kuo Chuan Presbyterian Secondary School

2021

Class Chairperson of the own class

- Led, organised, and coordinated Values in Action (VIA) project with my team of Class committee members
- Initiated and organised the class to write “Thank You” letters to the frontline workers at Tan Tock Seng Hospital, and “Stay Safe” letters to the people at HCA Hospice as part of the VIA project.
- Designed boards to place the letters in for each of the beneficiaries

Interest Group/Co-curricular Activities

Republic Polytechnic

School of Infocomm (SOI) Club Member

Apr 2022 - Present

- Assisted at the Diploma booth for Open House 2023, promoting the diploma and answering the questions of individuals
- Participated as a student leader in the SOI Welcome Programme for Year 1 students
- Participated as a student leader in the Orientation Programme for Year 1 students, fostering a sense of community.

Kuo Chuan Presbyterian Secondary School

Symphonic Band Exco (Welfare Role) and Saxophone Section Leader

Feb 2018 - Apr 2021

- Led, organised, and coordinated Band Camp 2021
- Organised and coordinated the Band booth for CCA Open House 2019 - 2021
- Organised and coordinated the Band booth for Open House 2020
- Performed for yearly school events such as Chinese New Year, National Day Parade, Teacher’s Day, and Founder’s Day
- Performed for Singapore Youth Festival Arts Presentation 2019 & 2021
- Proposed and designed the CCA T-shirt & hoodie

Lower & Upper Secondary Class Chairperson

2019 - 2021

- Planned multiple events like class bonding day, class Value in Action (VIA) programs, Teacher’s Day
- Assisted Form teacher in engaging the class during class discussion
- Took care of administrative duties (Letting every teacher sign the class journal at the end of lesson)

Achievements & Awards

- Certificate of Accomplishment (Singapore Youth Festival, Concert Band)
2021
- Edusave Award for Achievement, Good Leadership and Service (EAGLES) Recipient
2021
- Certificate of Accomplishment (Singapore Youth Festival, Concert Band)
2019
- National Youth Achievement Award Singapore (Bronze)
2019
- National Singapore Literature Festival - Awarded 1st Place
2018
- Edusave Scholarship Recipient
2018

References

[Available upon request](#)