

Name: Tan Yin Siah Ollevya Evalyn

Email: ollevya23@gmail.com

Mobile: 83983039

LinkedIn: <https://www.linkedin.com/in/ollevya-undefined-71a843252?trk=contact-info>

Digital portfolio: <https://ollevyatan.github.io/ollevya-tan.github.io/>

## **CAREER OBJECTIVE**

---

I am a detail-oriented and proactive IT professional with strong educational background in foundational experience in system support and network administration. Key areas of specialization include IT systems and end-user support, data management, networking basics, scripting and automation fundamentals.

## **SUMMARY OF KEY SKILLS**

---

### **Technical Skills:**

- Python, HTML, SQL, UI path, Linux, Cisco
- Microsoft office, Power BI, Tableau

### **Critical Skills:**

- Language Skills: English, Chinese
- Observant, Trello, Trouble shooting

## **EDUCATION**

---

**Nanyang Polytechnic** **Apr 2024 – Apr 2027**

*Diploma in Infocomm and Media engineering*

**ITE College West** **Apr 2022 – Apr 2024**

*Higher Nitec IT System & Network*

## **Work Experience**

### **Internship**

**Rayton** **Apr 2023 – Sep 2023**

- Provision laptop by configuring BIO and system settings for each laptop.
- Examine every laptop to ensure it has an assigned serial number, the required system and applications installed and is ready for handover to school staff.
- Introduce the new laptop and explain implemented features to school staff during handover.
- Takeover old laptops from school staff and use a designated thumb drive to sanitize all data.

**Part-time****Chateraise** **Sep 2024 – Sep 2025**

- Drive sales growth by promoting newly launched products.
- Inspect consumable products to confirm quality and suitability for sale.
- Handle counter transactions, ensure accurate cash handling and correct card payment entry.

**Chicha Sanchen** **Jun 2022 – Sep 2023**

- Maintain consistent tea quality in line with standards.
- Possess a deep understanding of all products to make informed recommendations to customers.
- Monitor and maintain cleanliness and dryness of the environment.

**SELECTED PROJECTS**

---

**SQL** **2025***NYP year 2 group project*

- Design tables using suitable data types.
- Determine table relationships.
- Design and implement queries to create a database for data storage.

**Python** **2024***ITE year 2 individual project*

- Encrypt and decrypt files to prevent unauthorized access.
- Maintain activity logs of all files access to ensure security and accountability.
- Configure task schedule to automatically upload files to FTP server.

**ACHIEVEMENT & AWARDS**

---

Edusave Scholarship award **2021**Edusave Scholarship award **2020**Edusave Scholarship award **2019**Edusave Scholarship award **2018****ADDITIONAL INFORMATION**

---

- Enjoy building items, travelling,

*Parts of this resume were rephrased with the assistance of AI.*

– End –