

Seah Xinyi Shannon
 Email: 23018646@myrp.edu.sg
 Mobile: + (65) 9093 8105
www.linkedin.com/in/shannon-seah

Internship Objective

A second-year student with experience in graphic design utilizing photoshop and illustrator and familiarity with HTML, Python and JavaScript. I'm a driven IT student looking for an internship to put my programming and design skills to use. I'm excited to contribute to a team that values both technical and creative problem-solving. To improve my technical proficiency and comprehension of practical applications, I hope to assist creative projects while obtaining practical experience in software development and design.

Summary of Key Skills

- Basic Photoshop
- Basic Video Editing
- Adobe Illustrator
- Canva
- Capcut
- Customer service
- Critical thinking
- Communication
- Collaboration
- Problem Solving
- Effectively bilingual in English and Mandarin, spoken and written

Education

Republic Polytechnic
 Diploma in Digital Design and Development

Expected completion date: Apr 2026

Peicai Secondary School
 Attained 4 GCE "O" level subjects pass

2019 – 2022

Work Experience

Massimo Dutti
Part-time saleswoman and Cashier

Nov 2022 – Aug 2023

- Engaged with customers to identify needs and recommend suitable products, leading to a 10% increase in daily sales.
- Applied product knowledge to effectively address customer inquiries, improving customer satisfaction and repeat visits.
- Organized merchandise displays to attract attention, resulting in enhanced store aesthetics and boosted impulse purchases.
- Processed transactions quickly and accurately, handling up to 100 customers daily and reducing wait times.

Garrett Popcorn Shops
Part-time and Cashier

Mar 2024 – Oct 2024

- Delivered prompt service to over 100 customers per shift, ensuring efficient and smooth operations.
- Earned recognition for outstanding customer service, enhancing customer satisfaction and loyalty.

- Managed POS systems to accurately process orders, handle credit card transactions, and record cash payments.
- Coached new staffs and improved sales by 5%

Volunteer and Leadership Experience

Peicai Secondary School
Modern Dance Club
Level Representative

2019

- Managed club funds by collecting membership fees and event donations, ensuring accurate records and accountability.
- Led warm-up exercises for club members before each practice, promoting injury prevention and readiness for training.
- Conducted head counts at every session to ensure full attendance and maintain member accountability.

Modern Dance Club
Secretive

2021 - 2022

- Collaborated with the head and vice chair to organize farewell parties, coordinating event details to create memorable experiences for members.
- Sourced and negotiated with vendors to secure affordable and high-quality merchandise for the club.
- Provided encouragement and support to fellow dancers during competition periods, boosting team morale and motivation.

Achievements & Awards

- | | |
|---|------|
| • Edusave Character Award | 2017 |
| • Edusave Good Progress Award | 2018 |
| • Edusave Good Progress Award | 2020 |
| • Edusave award for Achievement, Good Leadership and Service (EAGLES) | 2022 |

Micro and Alternative Credentials

- | | |
|---|------|
| • Illustrator 2023 Quick Start
LinkedIn Learning | 2024 |
| • UX Design: 3 Creating Personas
LinkedIn Learning | 2024 |
| • Programming Foundations: Software Testing/QA
LinkedIn Learning | 2024 |

References

References are available upon request.

– End –