Name: JACOB TAN

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**Internship Objective**

I’m a second year student applying for a role for an internship in Digital Design and Development. I’m passionate about being able to apply my skills, being able to work as a team if needed and also willingness to learn from my superiors to contribute to the company.

**Summary of Key Skills**

|  |  |
| --- | --- |
| * Programming using Java, python, html and css * Database Systems * IT security * Front end development * Understanding adobe illustrator and photoshop * Business Analysis and Problem-Solving: Strong analytical skills with a focus on business analysis, applying technology to solve complex business challenges and optimize processes. * Familiarity with popular BI tools and platforms, enhancing the ability to extract, analyze, and visualize data effectively. * Software Development (eg. Understanding of different metholodogies, project life cycles) * Some knowledge in cybersecurity and eager in learning more * Knowledge in generative AI if needed | * Leadership * Problem solving * Creative thinking * Communication * Cooperative * Attention to detail * Critical thinking * Self management * Emotional intelligence * Adaptability * Researching what’s needed |

**Education**

**Republic Polytechnic Anticipated completion date**

Diploma in Digital Design and Development May 2025

3.2 GPA

**Work Experience**

**Fruce 2022**

Barista

* I collaborated with team members to efficiently serve customers during busy periods and maintain a clean and organized workspace, including cleaning and sanitizing the preparation area which maintained hygiene standard. I also had to restock ingredients and supplies as needed to ensure smooth operations.
* I’ll communicate with customers in a friendly and welcoming manner, addressing any inquiries or concerns.
* I demonstrated adaptability and contributed to a positive team dynamic as seen by my ability to navigate various tasks and responsibilities seamlessly. This adaptability not only allowed me to tackle challenges efficiently but also contributed significantly to fostering a positive team dynamic.

**Volunteer and Leadership Experience**

**Kranji Secondary School**  2017-2020

**Leader/Team worker**

Volunteer Work from 2017-2020 in Kranji Secondary School

* Collaborated and helped residents with picking up trash under HDB and on the beach.
* Organized and led a team of volunteers dedicated to improving the lives of elderly individuals.
* Coordinated visits, activities, and social events for seniors.
* Collaborated with community partners to provide resources and assistance to elderly residents.

**Interest Group/Co-curricular Activities**

**National Cadet Corps – Physical Training Instructor** 2017-2020

Recognized need for improved physical fitness in cadet corps

Spearheaded comprehensive workout sessions on every CCA day

* Included diverse modules: cardio workouts, strength training, team sports
* Resulted in improved endurance, strength, and teamwork among cadets
* Contributed to physical well-being, discipline, and camaraderie

Identified gap in leadership and teamwork skills among cadets, recognized importance of mental resilience

Devised and executed leadership training modules

* Included physical challenges and problem-solving activities
* Emphasized teamwork, communication, and strategic thinking
* Better prepared for real-world challenges beyond training ground
* Fostered a supportive environment with open chats after workouts and at the end of the day

**Achievements & Awards**

2022 Republic Poly - Director’s Roll of Honour(Top 10% of the diploma cohort in terms of GPA)

2020 Kranji Secondary School – Qualified for Poly Foundation Programme(Top 15% of the cohort)

**Micro and Alternative Credentials**

Software Development Process: Nov 2023

Learning Jira(Cloud Edition)

Software Testing Foundations: Bug Writing and Management

Software Testing Foundations: Test Planning

**References**

Available upon request

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