

## EDUCATION

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**National University of Singapore (NUS)** Aug 13 – Jul 17

- Bachelor of Science (Mathematics) Honours
- CAP: 4.2 ( 2<sup>nd</sup> Upper Class Honours)

**Shanghai Jiao Tong University, Student Exchange Programme** Jan 16 – May 16

- Gained insights into Chinese culture through active participation in project meetings and networking sessions with business leaders.

## WORK EXPERIENCE

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**MNO Tuition Centre, Part-Time Tutor** Jan 16 – Sep 17

- Taught Mathematics lessons for 40 O-level students in groups and improved their grades by 30%.
- Designed and executed bespoke tailored curriculum for students according to their learning abilities, which in turn improved their learning experience and interest in the subjects.
- Inspired the students through close mentorship and imparted knowledge beyond academics to help explore their interests.
- Awarded Teacher of the Month.

**Happy Apple Bistro, Chief Cashier and Supervisor** Jun 16 – Jun 17

- Completed fiscal budgets including revenue projection, ideal costs, and bottom-line results.
- Developed complete sales projections, budgets, and other financial documents.
- Assisted manager to hire, motivate, evaluate, and direct staff to ensure adequate guidance and resources to accomplish established goals and objectives.
- Ensured that all 25 employees received the training, support, guidance, feedback, and resources necessary.
- Processed an average of 250 customer payments daily via cash, debit, credit, and gift cards.
- Excelled in a fast-paced environment and quickly adapted to the flexibility and demand of the restaurant industry.

**Chill Orange Restaurant, Service Waiter** May 15 – May 16

- Coordinated with floor and kitchen staff regarding special customer requests.
- Contributed to revision of new menu through food tasting and increased customers' satisfaction.
- Provided excellent wait service to ensure satisfaction rate of 4.5/5 consistently.
- Made menu recommendations, answering questions and sharing additional information with restaurant patrons.
- Gained extensive experience in multitasking, oral and verbal communication, customer satisfaction, and conflict.
- Managed an average of 300 orders of food daily, engaged in meticulous and careful portioning and handling of food items in restaurant.

## CO-CURRICULAR ACTIVITIES

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**Sponsorship Team Member, NUS Giving Society** Jul 16 – May 17

- Collaborated with teammates to implement outreach strategies that increased financial contributions of students, alumni and NUS Senior Management by 20% in 2017.
- Pioneered new initiatives, after conducting a donor needs assessment, thereby increasing student donations by \$5,000. Efforts included partnerships with GrabPay.

## ADDITIONAL INFORMATION

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- Proficient in Microsoft Office, Ulead Video Studio, Adobe Premiere Pro.
- Fluent in English, Malay and Mandarin (both spoken and written).
- Enjoys outdoor sports and participates in at least 2 marathons annually.