

# MELODY NEO



## About Me

Melody Neo is a detail-oriented and creative individual pursuing a Diploma in Design and Media (Digital Entertainment and Events). She possesses a strong foundation in event management and creative design, with a passion for visual communications. Melody enjoys creating engaging digital content and immersive experiences that connect meaningfully with audiences.

## Work Experience

### dMC Event Management

#### Event Crew (10/2024 - Current)

- Managing registration, set up of booths, gift redemption, attending to customers, crowd control.
- Supporting on-site operations and ad-hoc tasks during event execution.
- Handling housekeeping and maintenance of campaign areas to ensure event readiness.

### RSVP Singapore

#### Internship (10/2022 - 02/2023)

- Administrative work and logistics coordination.
- Collaborated with primary schools.
- Plan and execute events within the company.

## Soft Skills

Team  
Collaboration

Time  
Management

Adaptability  
to Changes

Attention  
to Detail



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## Certificates

- Extron Certified AV Associate (2025)
- Udemy: Graphic Design Theory - Psychology of Design (2023)
- HDB-ITE College Central Virtual Events Collaboration 2021/2022
- Singapore Youth Festival Certificate of Distinction in Theatre Drama (2017)

## Education

- **2026 | Republic Polytechnic**  
Diploma in Design & Media (Digital Entertainment & Events)
- **2023 | ITE College Central**  
Higher Nitec in Event Management