



Nadya Nabilah

DESIGN DIPLOMA
STUDENT

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CERTIFICATIONS

- Food Safety & Hygiene Certification (2022 & 2024)
- Adobe After Effects Certification (2025)

SOFTWARE

- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere Pro
- Adobe After Effects (Certified)
- Canva
- DaVinci Resolve

LANGUAGES

- English
- Malay

INTERESTS

- Visual design
- Graphic aesthetics
- Video editing
- Branding
- Reading
- Café hopping

ABOUT ME

I'm a motivated and adaptable Media Production and Design student with strengths in visual communication, graphic design, and video editing. Skilled in Illustrator, Photoshop, Premiere Pro, and After Effects, I enjoy creating clean, purposeful designs that support brand messaging. I'm a fast learner with strong time-management skills, and I work well both independently and in team settings. With experience in customer-facing roles and a passion for thoughtful, aesthetic-driven design, I bring reliability, creativity, and a willingness to learn to every project. Interested in roles involving visual communication, marketing design, and content development.

EDUCATION

Diploma in Media Production and Design

Republic Polytechnic | 2024 – Present

- Coursework includes Graphic Design, Motion Graphics & Post-Production, Advanced Single-Camera Production (Narrative & Non-Narrative), and Multi-Channel Content Marketing.
- Key Projects:
 - Developed a full branding concept for a café, including logo design, colour palette, visual identity, and promotional materials.
 - Achieved 3rd place in the SG DrugFree Video Competition for a team-produced short film focused on strong visual storytelling.
- Gained hands-on experience with Adobe Illustrator, Canva, and Premiere Pro to create design assets and video edits.

GCE 'O' and 'N' Level Certificate

Woodgrove Secondary School | 2019 – 2023

- Orientation Group Leader (2022)
- Class Vice-Chairperson (2023)

SKILLS

- Time-management; able to meet deadlines consistently
- Clear communication with customers and team members
- Adaptable and quick to learn new tasks or software
- Attention to detail in design and editing work
- Creative thinking with basic understanding of layout and colour
- Organised; able to plan tasks and prioritise well
- POS & cash-handling experience

WORK EXPERIENCE

ZUS COFFEE @ Westgate Mall

Aug 2025 - Present

- Open and prepare the bar area, ensuring equipment and ingredients are ready for service.
- Operate the POS system and handle cash transactions with accuracy.
- Prepare beverages and pastries efficiently while maintaining quality standards.
- Maintain store cleanliness through routine sanitizing and scheduled cleaning tasks.
- Restock supplies and support smooth shift handovers.
- Perform closing duties, including cleaning machines and equipment.
- Actively expanding skills in End-of-Day (EOD) reporting and store operations.

COFFEE BEAN & TEA LEAF @ Admiralty Place

Oct 2024 - Aug 2025

- Operated the POS system efficiently, managing transactions and reducing queue times during peak hours.
- Provided friendly customer service by addressing feedback promptly and professionally.
- Prepared beverages and promoted seasonal items, contributing to increased daily sales.
- Trained on roasting methods and machine operations to ensure consistent product quality.
- Supported store opening and closing routines, including equipment cleaning and restocking.

DUNKIN' DONUTS @ Northpoint City

Jun 2024 - Oct 2024

- Managed product displays and prepared donuts at opening to ensure availability and fresh presentation.
- Handled POS transactions accurately, reducing checkout errors and improving customer flow.
- Prepared beverages and served customers, maintaining a positive service experience.
- Assisted with end-of-day reporting and cleaning to support smooth store operations.

GOLDEN VILLAGE @ Suntec City

Feb 2024 - Apr 2024

- Operated POS for ticketing and snack sales with accuracy and efficiency.
- Prepared popcorn and beverages ahead of showtimes to ensure smooth operations.
- Managed closing duties, including stock checks and cleaning, contributing to organised handovers.
- Assisted guests with theatre directions and inquiries, enhancing overall customer experience.

TIMEZONE @ Plaza Singapura

Nov 2023 - Jan 2024

- Provided frontline customer service, assisting with card recharges and game troubleshooting.
- Promoted gameplay events and activities, increasing guest engagement.
- Operated the POS for game card sales and prize redemptions with accuracy.
- Maintained arcade cleanliness and machine readiness during shifts.

BOOST JUICE BARS @ Causeway Point

Oct 2022 - Jan 2023

- Prepared smoothies and juices according to company SOP, ensuring consistency and quality.
- Handled POS transactions and fulfilled orders efficiently during peak periods.
- Supported opening and closing routines, including cleaning and ingredient prep.
- Participated in product promotions, contributing to improved store awareness and sales.