



# TRICIA LEE XIN YING

**Aspiring Marketing, content creation, and Design professional**

## SUMMARY

I'm a second-year **Media Production & Design** student with experience in **video editing, graphic design, and video production**. I've worked on school projects and small campaigns to create clear and engaging content while meeting deadlines. I'm organised, able to handle day-to-day production tasks and on-set support, and can create simple marketing content. I'm looking for a role where I can learn, grow, and contribute to a creative team.

## WORK EXPERIENCE

**Dec 2023 – Feb 2024**

FreeWerkz

**Banquet Server**

Set up event spaces and table layouts. Served guests and VIPs to support smooth large-scale functions.

**Feb 2024 – Mar 2024**

Commit Learning  
School House

**Student Care Teacher Assistant**

Supervised primary school students, guided homework, and led daily activities in a safe, structured environment.

**Oct 2024 – Aug 2025**

WEARE.SG

**Store Assistant and Cashier**

Processed payments and accurate cash counts. Managed inventory, restocked items, and kept the store organised.

**Mar 2025 – June 2025**

AlphaHire

**Restaurant server**

Delivered orders and assisted kitchen staff, supporting fast, efficient service during peak hours.

**Sep 2025 – Present**

Snack Empire  
Holdings Limited

**Cashier**

Operated POS, prepared simple food items, served customers, maintained cleanliness, and completed accurate end-of-shift cash counts.

## ACHIEVEMENTS

- Edusave Certificate of Academic Achievement(2025)
- Participated in DrugFreeSG Video Competition (2025)
- Director's Roll of Honour (2024)
- Qionghai Academic Merit Award (2024)
- EAGLES Award (2023)
- Edusave Good Progress Award (2022)
- NPCC Staff Sergeant Rank (2022)

## ONLINE CERTIFICATIONS

- Figma (Intro)
- Product Management 101
- Camtasia : Video Creation
- Instagram Marketing (CPD)
- Google Admin Console (Intro)
- AI Marketing & Content Creation
- Animation Fundamentals (Intro)
- Digital Marketing Foundation (CDMA)
- The Beginner's Guide to DaVinci Resolve 20

## LANGUAGE

- English
- Chinese

## CONTACT



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<https://tricialee7.journoportfolio.com/#/>

## EDUCATION

**Yuhua Secondary School (Jan 2020– Nov 2023)**

GCE O Level

**Republic Polytechnic ( Apr 2024– Apr 2027)**

Diploma in Media Production and Design

## HARD SKILLS

- UI design
- Video Editing
- Graphic Design
- Motion Graphics
- Camera Operation
- Basic Cinematography
- On-set Production Support
- Post Production Fundamentals

## SOFT SKILLS

- Attention to detail
- Adaptable, quick learner
- Teamwork and collaboration
- Time management and multitasking
- Empathy and community engagement
- Communication and audience engagement

## TECHNICAL SKILLS

- Adobe creative suite (Photoshop, Illustrator, Premiere Pro, After Effects, XD, InDesign, Express)
- Davinci Resolve
- Capcut
- Canva