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[Bold Profile](#)

LINKEDIN & PORTFOLIO

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EDUCATION

Diploma, Media Production and Design
Republic Polytechnic, Singapore
Expected in April 2027

- Vice President in the Interest Group, Audio Visual Media Production
- Assisted in the production of RP events like the Award Ceremony and Symbiosis.

GCE O Level / Higher Nitec, Humanities
Tampines Secondary School, January 2024
GPA: Achieved distinctions in Humanities

SHIN CHIEH TAN

SUMMARY

A motivated second-year student with experience in media production interested in live media production seeks an internship in a media production focused job scope. Eager to assist in production for a wide variety of genres.

HIGHLIGHTS

- Teamwork
- Communication
- Problem-solving
- Canva
- OBS
- Video cameras
- Colour control units
- Adaptability
- Collaboration
- Initiative
- Adobe Illustrator
- ProPresenter
- Visual mixers

EXPERIENCE

October 2021 - Current

Covenant Evangelical Free Church - Volunteer, Woodlands, Singapore

- Actively volunteering in the Video Crew, serving over 96 services in the past 4 years as a camera operator and producer.
- Volunteered for youth camps as a camera operator, serving regularly for the past 3 years.

March 2025 - March 2025

Joyful Hearts Music School - Teaching Assistant, Joo Chiat, Singapore

- Collaborated in instructing and mentoring young music enthusiasts, enhancing their skills and knowledge.
- Experience in fostering creativity among young children.
- Utilized innovative approaches to stimulate imagination and artistic expression in children.
- Demonstrated ability to cultivate a nurturing environment that encourages creative thinking and exploration in early childhood development.

December 2023 - March 2024

NHG - Sales Assistant, Hougang, Singapore

- Engaged with an average of 70 customers daily in person, delivering exceptional customer service.
- Ensured a positive customer experience through personalized assistance and product knowledge.
- Enhanced customer satisfaction levels by addressing inquiries and resolving issues promptly.

- Utilized effective problem-solving skills to address customer concerns and ensure positive outcomes.

January 2020 - April 2023

Girl Guides - Patrol Second, Tampines, Singapore

- Actively participated in the CCA during the 3 years in Secondary School.
- Promoted to Patrol Second in 2022.
- Assisted in CCA matters and trained new members.
- Participated in regular CCA events including Speech Day, East Division Day, and the sale of Girl Guides cookies.