

ADELIAH TAN



A Diploma student studying in Arts and Theater Management. Experienced in managing live events through hands-on technical work, audience engagement, and smooth performer support across fast-paced festival environments. Seeking an internship in entertainment, arts programming, or live production where I can contribute on-ground event experience while deepening my technical and production skills.

Experience

Affordable Art Fair *September 2025 - November 2025*

Affordable Art Fair, in collaboration with Art Wonderland and Republic Polytechnic, presented a Children's Art Studio with hands-on creative activities for children.

- Assist in creating set props and paper dolls
- Assisted in setting up the space and striking
- Engaged children as a costumed mascot

Night Festival *August 2025*

Children's Museum, in collaboration with Republic Polytechnic, supported Singapore Night Festival 2025 through creative, technical, and operational contributions.

- Assist in creating props and crafts
- help with setting up the space

Shakespeare in the Park (SRT) *May 2025*

Republic Polytechnic students assisted with front-of-house operations and event logistics.

- greeting guests
- ushering
- crowd control

Children's Festival *May 2025*

Children's Festival 2025 was organised by Gardens by the Bay, with Pico Singapore supporting event production and activation.

- Help ensure smooth transition between performances
- guide performers to the stage and ensure readiness
- support performers with basic needs
- ensure audience safety

Graduation Show Symbiosis *March 2025*

Graduation Show Symbiosis serves as a platform for Year 3 graduating students to present their final-year projects.

- Assist with setting up and striking
- plotting lights
- handling the lights during the graduation show

CPAS Sensory Adventure at RP *May 2024 - June 2024*

CPAS Sensory Adventure at Republic Polytechnic was a collaborative project between RP and CPAS to create a sensory-focused experience for children with cerebral palsy.

- Welcoming and entertaining guests
- assist in prop making
- assist in striking down the set

Contact

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🌐 [LinkedIn](#)

📁 [Portfolio](#)

Education

DEPLOMA IN ARTS AND THEATER MANAGEMNET

Republic Polytechnic
2023-(expected)2027

GCE N LEVEL

Fairfield methodist
school secondary
2019-2022

Certificates

- Children's festival 2025
- grandMA3 certification
- Singapore Night Festival 2025


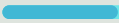


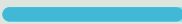


Competition

- 17th UXD International User Experience Innovation Competition 2025

Awards

- Edusave Certificate of Academic Achievement (2025)
- Edusave Certificate of Academic Achievement (2024)
- Edusave Certificate of Academic Achievement (2022)
- CCC - CDC Education Merit Award (2022)
- Edusave Certificate of Academic Achievement (2021)
- Edusave Scholarship Award (2021)
- Book Prize Award (2020)
- Good Progress Award (2019)

skills proficiency level

- Canva (advanced)
 80%
- Adobe Photoshop (basic)
 50%
- Adobe XD (basic)
 65%
- Adobe Audition (basic)
 70%
- Adobe Firefly (basic)
 75%
- Adobe Illustrator (basic)
 50%
- AutoCAD (basic)
 70%

Volunteer experience

Children's Sunday School *2018- present*

- Assisted the lead teacher in preparing class materials and activities
- Supervised and engaged children during lessons and activities
- Supported classroom management and encouraged participation

Hospitality Team *July 2025- present*

- Support front-of-house operations, including guest assistance and crowd flow
- Assist with venue setup and attendee engagement

Overseas Community Service Programme

- Iloilo, Philippines *October 2025- December 2025*

- Supported children and families through planning and facilitating activities and games
- Assisted with logistics, gift/clothing distribution, and cross-cultural teamwork