

# 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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📁 [Portfolio](#)

## Education

### **DIPLOMA IN ARTS AND THEATER MANAGEMENT**

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

- 17<sup>th</sup> 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%

## Work experience

### Singapore Association for

#### Mental Health *March 2026- July 2026*

- Planned and facilitated monthly programs for youths.
- Facilitated outreach booths and assisted with mental health talks at schools.
- Designed outreach collateral, including event posters, stickers, postcards, and website illustrations.

## 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