



# Peh Xin Yu Phebe

## PROFILE

Creative and motivated design student with strong collaboration, communication, and problem-solving skills. Thrives in fast-paced, detail-oriented environments and adapts quickly to new challenges. Passionate about using design to create meaningful, user-centred solutions while maintaining a high standard of professionalism and integrity.

## OBJECTIVE :

To be able to get a job in the creative or marketing industry for my internship and gain insightful skills and knowledge that can be used.

## EDUCATION:

### REPUBLIC POLYTECHNIC

Diploma in Media Production and Design | 2024-2027

- Current CGPA: 2.63
- Related Modules: Single Camera Production, Multi-Camera production, Multi-Platform Storytelling, Colour and Typography

### Co-Curricular Activities

#### REPUBLIC POLYTECHNIC:

##### RPRADIATE909

- Head of Marketing and Publicity | May 2024 – 2027 (expected)

##### STA Peer Supporter

- Member | August 2024 – 2027 (expected)

### ST. HILDA'S SECONDARY SCHOOL

#### ST HILDA'S WIND ORCHESTRA

Vice-President | 2019-2023

## CONTACT:

Citizenship: Singaporean

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## EDUCATION:

**TAMPINES PRIMARY SCHOOL**  
2013-2018

**ST HILDA'S SECONDARY SCHOOL**  
2019-2023

**REPUBLIC POLYTECHNIC**  
2024-Current

## SKILLS

Adobe Express



Adobe Illustrator



Adobe Photoshop



Adobe Premiere Pro



Time management



Communication skills



Teamwork and collaboration



- Represented school at
- Appointed as exco ' Head of Student Well-Being ' of the Student Council. 2021-2022
- Appointed as an Assistant Librarian for exco 2020-2021
- Appointed as the Vice President for exco 2021-2022.
- Represented school at the Singapore Youth Festival 2021 and achieved distinction
- Represented school at the Singapore Youth Festival 2023 and achieved accomplishment
- Participated in Youth Arts Leaders Conference organized by Wind Band Association of Singapore
- Performed for SYF 2019 Celebrations- Band Jamboree @ Our Tampines Hub
- Performed for school events such as Chinese New Year, National Day and Founders day

#### **STUDENT COUNCIL**

Head of Student Well-Being | 2019-2022

- Appointed as exco ' Head of Student Well-Being ' of the Student Council. 2021-2022

#### **ST. HILDA'S SECONDARY SCHOOL**

**GCE 'N' Levels | 2019-2022**

**GCE 'O' Levels | 2023**

- Voted for demonstrating " commitment our resolve " award 2019
- Voted for demonstrating " commitment our resolve " award 2020
- Voted for demonstrating " commitment our resolve " award 2023
- Certificate of participation for completing " Toastmaster Program" 23 July 2019
- I received certificate of participation for completing " Secondary 1 Cohort Camp 12<sup>th</sup> - 13<sup>th</sup> March 2019
- Subject Award for " Best In Art " 2020
- Subject Award for " Best In Mathematics " 2022
- Edusave award for achievement, leadership and service (EAGLES) 2022
- Received the " Hildan Gem " award 2021
- Received the " Hildan Gem " award 2023

#### **EMPLOYMENT:**

**Refash**

### **Retail assistant | October 2023- December 2024**

- Facilitated over 80 shoppers daily, resolving inquiries and complaints promptly, leading to consistent positive customer reviews.
- Executed daily cash handling and reconciliation procedures with precision, maintaining 90% accuracy over 3 months of shift duties
- Helped with stock take, making sure each item is in good condition before selling.
- Cashiering duties, learning to use the POS system and making sure each transaction is accurate.

### **Lovet**

#### **Retail assistant | December 2024- January 2025**

- Transacted over 100 sales during peak hours, ensuring quality customer service under pressure
- Promoted membership programs and weekly launches which helps engage them with clear value propositions.
- Learning to use the POS machine, to transact each customers' order,
- Restocking weekly launches and making sure each item was delivered to the store to enhance customers' experience

### **Goldwood**

#### **Senior Retail Assistant | November 2024- ongoing**

- Transacted over 200 sales during peak hours, ensuring quality customer service under pressure
- Promoted membership programs and purchase with purchase items to customers, engaging them with clear value propositions, and consistently meeting the KPIs of a 30 % sign-up benchmark and helping to boost sales that would be beneficial to the company
- Facilitated over 80 shoppers daily, resolving inquiries and complaints promptly, leading to consistent positive customer reviews
- Executed daily cash handling and reconciliation procedures with precision, maintaining 100% accuracy over more than 1 year of shift duties
- Help with daily restocking and additional ad-hoc tasks to make sure that the store remains clean and presentable so that customers would have a better shopping experience

## **Volunteer Experience**

### **ST. HILDA'S SECONDARY SCHOOL**

- Participated and led in a Values In Action project which benefitted different organizations such as showing care and support towards the beneficiaries of 'Christian Outreach to the Handicapped ' in 2021
- I created appreciation boards and presented it to the beneficiaries at COH to show appreciations to the volunteers especially during tough times like COVID-19.

### **YOUTH CORPS SINGAPORE**

- I volunteered at Open doors, Open hearts to help the elderly and teach them about mid-autumn festival by playing games and singing songs.