



# ONG YUN KAI

## Student

I am a student studying Diploma of Arts and Theatre Management in Republic Polytechnic, interested and passionate in pursuing a career in stage production and management.



## Organisational Experience

### The Singapore Repertory Theatre Show

Volunteer for the show 'Shakespeare in the Park – Macbeth'

- Guided and helped audiences find their seats.
- Answer any inquiries that audiences might have, ensure that they have a satisfied experience at the venue.

### Black Box Volume 1

Volunteer FOH crew for the performance

- Helped to set up the speakers for the performance and strike down after the performance.
- Guided and helped audiences do registration work.
- Answer any inquiries that audiences might have, ensure that they have a satisfied experience at the venue.

### Singapore Night Festival

Volunteer Staging crew for the performance

- Helped to set up the performance area and re-set up the area within a short period of time before the next performance
- Guided and helped audiences to find their way in the performance area.
- Helped to do strike down and clean up the performance area at the end of the day.



## Work Experience

### RE&S

Part Time Service Staff

- Serves the customers efficiently with understanding towards their needs to ensure that all the customers' needs are fulfilled correctly.
- Resolving any inquiries that customers have and ensuring their satisfaction.
- Providing additional support for customers that need it so that it would strengthen their experience with us.

### Chocolate Origin

Part Time Service Staff

- Promote and introduce products to customers who might not try the products before and ensure daily sales targets are met.
- Provide recommendations when customers need them and answer any questions that they might have regarding the products in the store.
- Managing the store independently during shifts and ensuring that the store is in smooth operation.



## Skills

### • Hard Skills:

- Basic photography skills (Mobile Phone, Camera)
- Basic video editing skills (Capcut)
- Basic photo editing skills (Photoshop, Photopea)
- Basic GrandMA3

### • Soft Skills:

- Time management
- observant
- effective in speaking and writing Mandarin, independent

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## Education

### Diploma in Arts and Theatre Management

Republic Polytechnic

Apr 2024 – Apr 2027 (Expected)

Done well in Sound Design Module and Creative Concepts Module.

Sound Design (T195) – Scored A for the module.

Creative Concepts (T201) – Scored A for the module.

### Secondary School

Unity Secondary School

Jan 2020 – Dec 2023

Excelled in Chinese: Scored A1 for 'O' Levels.

## Language

English

Chinese