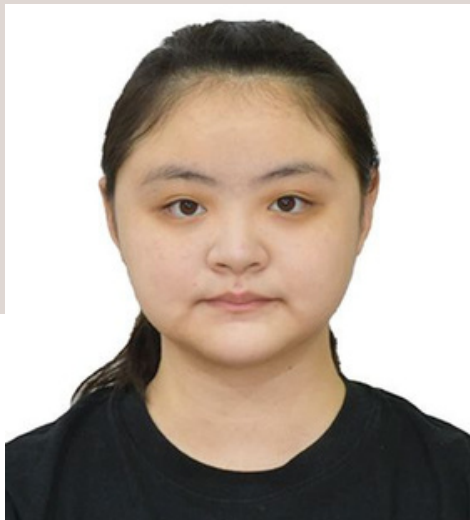




ONG YUN KAI

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

Singapore Repertory Theatre

Centre of Creative Learning Internship

- Coordinated teaching artists' availability and workshop schedules for school programmes.
- Liaised with teaching artists, schools, and parents to ensure smooth programme planning and delivery.
- Prepared programme materials and managed logistical arrangements for educational workshops.
- Provided on-site operational support during workshops and events.
- Drafted outreach emails to school educators to promote educational programmes.
- Developed strong skills in stakeholder communication, programme coordination, client engagement, and arts administration.
-

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24013024@myrp.edu.sg

<https://ongyunkai.journoportfolio.com/>

www.linkedin.com/in/yun-kai-ong-030a47309

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



ONG YUN KAI

Student

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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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