

RESUME

EUNICE TAN XUN PIN

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19.04.2007

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PROFILE

As an artsy person growing up, venturing into the field of media and design was bound to happen as I'm always expanding my experience and knowledge through school and self-teaching methods. Passionate in motion graphics as well as graphic design, with a tinge of video production.

PROFESSIONAL EXPERIENCE

ADMIN ASSISTANT, GLOBAL AND LOCALS PTE LTD.

DEC 2023 - MAR 2024

- Noted down quotations from customers alongside my boss.
- Assisted with arranging and printing important files, notes, and schedules.
- Transferred important notes to accommodate customers' requests.

ORGANISATIONAL EXPERIENCE

SCHOOL OF TECHNOLOGY FOR THE ARTS (STA) CLUB, PEER SUPPORTER

APR 2024 - MAY 2025

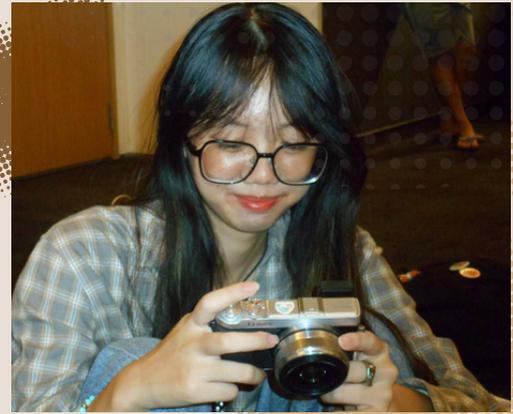
- Took 2 professional courses on how to react with emotion and maturity to peers and juniors.
- Led and coordinated a successful 2-day Freshmen Orientation 2025.
- Organized and helped with the 3-day CCA fair as an organizer and hype-men for upcoming juniors.
- Learnt how to socialize and broaden my circle in terms of my peers.

(DESIGNER IN STUDY)

DIPLOMA IN MEDIA PRODUCTION



AND DESIGN



EDUCATION

REPUBLIC POLYTECHNIC APRIL

2023 - MAY 2027

KEY SKILLS

- Creativity
- Proficient in many Adobe and editing/designing apps
- Attention to detail
- Hard at work

LANGUAGES

- Proficient in English
- Proficient in Chinese
- Learning Malay, Japanese + dialects

NATIONAL POLICE CADET CORPS, CADET LEADER

APR 2023 – MAY 2025

- Led new recruits (juniors) as a Cadet Leader, acting as their mentor as I trained and communicated with them.
- Worked alongside my other cadets to organize training plans and communication with the Station Inspector (SI).
- Partook in many training and drill events to better upgrade myself as a cadet.

ACHIEVEMENTS & OTHER EXPERIENCE

- Achievements (2017): Distinction in Grade 1 Music Theory.
- Achievement (2017): Completion of StopMotion Workshop.
- Achievements (2018): Represented the school choir at Singapore Youth's Festival.
- Achievement (2018): Certificate in Level 1 Coding.
- Achievements (2018 and 2024): Edusave award.
- NPCC Achievements (2023): Police Youth Ambassador, 1st Class Drill, Crime Scene Investigation, Homefront Security, Adventure Training Camp, Police Procedure, Singapore Anti-Narcotics Association, Community Safety and Security, Total Defense Silver, Civil Defense.
- Modules Taken (2024): Took 'User Experience' as a 1-semester sub-module.
- Achievements (2025): Represented my school in the National Day Parade 2025 event.