

RESUME

EUNICE TAN XUN PIN

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19.04.2007

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PROFILE

Curious with active listening – a phrase I would describe myself with at this stage of my life where I'm always learning, expanding my horizons and experience with interest in many areas, one being in the arts, i am passionate about video, graphic work and anything in the arts.

PROFESSIONAL EXPERIENCE

ADMIN ASSISTANT, GLOBAL AND LOCALS PTE LTD.

DEC 2023 – MAR 2024

- Communicated through email with clients about quotations and handled some invoices.
- Assisted with arranging and printing files, notes, and schedules.
- Worked on a project of developing and designing the company website.

MARKETING INTERN, LITEMOBILE

MAR 2026 – JULY 2026

- Collaborated on multiple short form social media marketing video production, increasing the amount of content per week and the amount of interactions with our page.
- Designed multiple posters, in-store banners, and commercial printings.
- Produced 3 product photoshoots for online e-commerce platforms like Carousell, Shopee, Lazada.

(DESIGNER IN STUDY)

DIPLOMA IN MEDIA PRODUCTION



AND DESIGN



EDUCATION

REPUBLIC POLYTECHNIC

DEC 2023 – MAR 2024

KEY SKILLS

- Creativity
- Attention to detail
- Hard at work
- Teamwork/Communication Skills
- Proficient in many Adobe Apps (*Premiere, After Effects, Davinci, Photoshop, Illustrator, Lightroom*)
- Proficient in many Microsoft Apps (*Excel, Powerpoint, Word Doc*)

LANGUAGES

- Proficient in English
- Proficient in Chinese

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.

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.