



WEBSITES, PORTFOLIOS, AND PROFILES

LinkedIn: <https://www.linkedin.com/in/jaimelee-polca-60a226305/>

Portfolio: <https://polcajaimelee.journoportfolio.com/>

SUMMARY

A Year Two Sonic Arts student from Republic Polytechnic driven by the art of sound. From having experience in working in Live Sound productions and producing in a Studio to performing at school events, I bring both creativity and precision to every project, seeking to create experiences that resonate.

SKILLS

- Live Sound Operations & Audio Setup
- Audio Editing & Mixing
- Intermediate ProTools, Ableton Live, Adobe Audition
- Intermediate Musical Instrument Proficiency
- Basic Music Theory Knowledge
- Basic Adobe Photoshop
- Team Collaborative & Coordination
- Critical Thinking & Problem-solving
- Time management & Adaptability
- Multitasking & Organization
- Customer Service

Jaimelee Polca

LIVE SOUND ENGINEER

ACHIEVEMENTS

- 2025, Reflections Arts Festival '26, Tribute VI: "Yours, Shanty", Student Producer
- 2024, FLAME Awards '25, Performer
- 2024, Evening of Music, Fun & Friends, Performer
- 2024, Reflections Arts Festival '25, Opening Launch, Performer
- 2022, Excellence in Design and Technology
- 2021, Excellence in Visual Arts
- 2020, Excellence in Design and Technology

EXPERIENCE

Cook/Server - Shakey's Pizza Asia Venture, Inc. | Singapore Dec 2023 - Apr 2025

- Serving customers in a respectful way and answering queries regarding our products.
- Counting stocks and reporting any damages to any stocks to our supervisor.
- Working together with a team to create a fast-paced environment.

Freelancer - Ace Management Services PTE. LTD. | Singapore Nov 2021 - Dec 2021

- Handle order taking and delivery, maintaining a high standard of customer service.
- Demonstrated ability to thrive in fast-paced environments while maintaining efficiency and accuracy.
- Restocked store shelves, ensuring product availability and organized displays.

Hospitality Officer - Talentvis Singapore PTE. LTD. | Singapore Mar 2023

- Provided exceptional service to VIP guest, ensuring all their needs were met promptly and professionally.
- Collaborated with cross-departmental teams to coordinate efforts and ensure seamless project execution.

ORGANISATIONAL EXPERIENCE

Republic Polytechnic: Replug IG (Acoustic Band) - President, Executive Committee

- Planned and led events for the Interest Group, overseeing logistics, coordination and execution.
- Demonstrated strong teamwork by coordinating with peers to ensure timely and efficient task completion.
- Collaborated with multiple Interest Groups on various productions, fostering teamwork and cross-functional coordination.

Regent Secondary School: Badminton Club - Team Player

- Commit to being a strong team player, actively contributing to team objectives and maintaining a positive work environment.
- Monitored team progress and maintained focus, ensuring smooth and efficient execution of tasks.

EDUCATION

Republic Polytechnic

Diploma in Sonic Arts | Apr 2024- Apr 2027

Regent Secondary School

GCE "O" Level | Jan 2020 - Jan 2024