
Teo Kai Chen

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<https://teokaichen.journoportfolio.com>

Passionate and dedicated student pursuing a Diploma in Arts & Theatre Management at Republic Polytechnic. Interested in gaining hands-on experience in theatre production to support live performances and creative processes. A team player who communicates effectively and is always willing to learn and grow in a dynamic environment.

Work Experience

fila Nov 2023 - Dec 2023

sales assistant

- Assisted customers with product selection and inquiries
- Maintained tidy and organised display areas
- Supported daily store operations and restocking

NTUC FairPrice Jan 2024 - Apr 2024

cashier

- Scanned and packed customer purchases efficiently
- Handled various modes of payment with accuracy
- Restocked and replenished goods on shelves to maintain store readiness

Mitsui & Co. Global Logistics (Asia) Pte Ltd Mar 2025 - Apr 2025

assistant

- Sorted clothing items by type and size - Placed inventory accurately in designated storage areas

ST Engineering Land System-APM August 2025 - October 2025

production assistant

- pack army goods
- to met daily production target



Education

- Republic Polytechnic Apr 2024 - May 2027 (Expected)
Diploma in Diploma in Arts & Theatre Management
- Jurong West Secondary School Jan 2020 - Dec 2023
GCE O Level

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Organisational Experience

basketball CCA

Jan 2020 - Dec 2023

vice-captain & training IC

- Led and organised team training sessions - Represented the school in the National School Games (2022, 2023), achieving Top 16 in the West Zone

– Shakespeare in the Park: Macbeth - fort canning park

May 2025 - Jun 2025

Front of House Volunteer

- Welcomed and guided audience members - Distributed programmes and assisted with seating

Singapore night festive

22 August 2025 -23August 2025

- Supported Front of House operations for the Singapore Night Festival, including guest assistance, crowd flow, and on-site communication.
- Ensured smooth visitor experience by providing directions, answering enquiries, and following safety protocols

Gateway Kids Club

November- December 2025

- Contributed creative ideas for visual storytelling and child-friendly engagement as part of the set team

School Play- “Vicious Bloom”

October 2025 - February 2026 (expected)

- part of the sound team that was task to set the sound system around the venue
- record and produce sound needed for the play and background and add effects



Skills, Achievements & Other Experience

- Soft Skills: Teamwork, Time Management, Leadership, Active Listening, Responsibility
- Technical Skills: Microsoft Word, PowerPoint, Canva, Excel, Generative AI tools
- learn how to scale content with AI
- have training with GrandMA3 console about the preset, phasers, timecode and network