

# IFFAH RAFEEQA BINTE KHAIRY

DIPLOMA IN ARTS AND  
THEATRE MANAGEMENT



## CONTACT

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## EDUCATION

2022 - 2026

REPUBLIC POLYTECHNIC

- Diploma in Arts and Theatre Management

2018 - 2021

TEMASEK SECONDARY SCHOOL

- Normal Academic
- N level Point: 9

## SKILLS

- Costume and Wardrobe Styling
- Event & Stakeholder Coordination
- Meeting Minute Documentation
- Customer Service & Retail Support
- Drone & Media Shoot Coordination (Intro Level)
- Effective Communication | Creative Thinking | Problem Solving

## LANGUAGES

- English: Fluent
- Malay: Fluent

## PORTFOLIO

### Portfolio:

<https://iffah-rafeeqa-portfolio.my.canva.site/#page-PBrZbyLCGGPwhVYR>

## PROFILE SUMMARY

Creative and self-driven theatre arts student with a strong foundation in costume, set, and event design. Passionate about sustainable practices, I bring hands-on experience from freelance work and my recent internship at Pico Art International, supporting large-scale events such as i Light Singapore 2025. Skilled in stakeholder engagement, backstage operations, and cross-department coordination. I am always eager to learn and take on new challenges across production and design.

## WORK EXPERIENCE

### Pico Art International Pte Ltd

2025 MAR -  
2025 JULY

Intern, Client Engagement Team

- Supported cross-departmental execution of i Light Singapore 2025.
- Drafted formal meeting minutes (internal & external)
- Coordinated drone/photo shoot schedules and event space bookings
- Conducted stock checks, poster design, and workshop logistics
- Liaised with stakeholders (URA, UOB, Design SG) for SOTU (Switch Off Turn Up) sustainability project
- Built marketing materials, tracked KOLs, and developed post-implementation review reports
- Supported logistics, sustainability, marketing, sponsorship & artwork teams.

### Shaw Theatre

2024 NOV -  
PRESENT

Part Time

- customer service, taking orders, answering customers enquiries, attending to patron's requests
- Rotation of duties, cashiering, FnB packer, ushering
- checking and managing of inventory
- general housekeeping

### Ninanisa

2024 JAN -  
2024 JUNE

Bridal Stylist Assistant

- In charge of processing payments
- replenishing shelves
- offering top-notch customer service
- assisting with the upkeep of the store's order and appearance
- being in charge of administrative responsibilities including sales, promotions and inventory management

## REFERENCES

References are available upon request

## AWARDS & ACHIEVEMENTS

2023

**EDUSAVE GOOD PROGRESS AWARD**

2021

**PINNACLE AWARD**

“I Am Resilience” award

2021

**TOP IN COHORT FOR ART 'N' Level**

2015 - 2017

**EDUSAVE FOR ACHIEVEMENT, GOOD LEADERSHIP AND SERVICE (EAGLES)**

2014 - 2017

**CAPTAIN**  
Hockey CCA

## VOLUNTEER AND LEADERSHIP

Republic Polytechnic (2024)

SG Night Fest

- Preparation on set design utilizing adaptive skills to understand technical skills
- Provide a helping hand on stage management, lighting and strike process
- Build team bonds together with the stage processes

Affordable Art Fair

- facilitating a paid children’s workshop and teaching them useful skills
- Provide the event management with a helping hand on making the event smoother

Republic Polytechnic (2022)

Service Learning

- Volunteered At 'GoodLife!' By delivering Art and Crafts classes for the elderly
- Performed duties to help elderly feel young once again.

Engaged them to participate and learn more about sustainable crafts.

Temasek Secondary School (2019)

Temasek Presidents Challenge (Charity).

Student Volunteer

- Raised funds to collect donations from the public
- TCC has raised more than \$500k for the President's Challenge
- Exhibited empathy and effective communication skills to increase awareness of the cause.

Temasek Secondary School (2019)

Walk For Rice

Student Volunteer

- Completed 3km for walk for rice.
- Raised about 10 bowls of rice for charity.
- Demonstrating determination, hard work, and empathy through never giving up.