

PHOTO

**Name**

Mobile Number: +65 91234567

[Ntu\\_email@e.ntu.edu.sg](mailto:Ntu_email@e.ntu.edu.sg)

**Preferred Sub Committee (Please Select One):**

Secretary / Financial Controller /Financial Events / Marketing & Publicity /  
Business & Development / Corporate Communications / Research & Education

**Education**

Nanyang Business School, 2007-2010, Year of study: 3

Anderson Junior College, 2005-2006

**Prior CCA Achievements/ Experience**

Welfare Services Club – RSVP Youth, 08/09

*Student Volunteer*

Helped to organize events for the youths at the Girl's Home

Hall 2 Verve Productions, 08/09

*Lights and Sounds Director*

Successfully staged a play in Raffles Hotel on 7<sup>th</sup> February 2009

Anderson Junior College - Track & Field Meet, 05/06

*Overall In-Charge*

Oversee the planning and execution of the Track and Field Meet

**Prior NTU-IIC Involvement**

Subcommittee:

Financial Events, 08/09

Special Projects Team:

NTU-IIC 10<sup>th</sup> Anniversary Gala Dinner, 08/09

*Corporate Communications Director*

**Work Experience**

Singapore Tourism Board – Singapore Visitor Centre

*Customer Information & Service Officer*

- Handled queries and registration process
- Assisted in the delegation and information dissemination process

**Skills**

Proficient in MS Office, MS Access and Adobe Photoshop