

TAN YAN LIN JAMIE

EDUCATION

Nanyang Technological University, Singapore (To Commence) Jan 2021 – Jan 2023
Master of Arts (MA) in Global and Interdisciplinary History

Nanyang Technological University, Singapore Aug 2016 – May 2020
Bachelor of Arts in History (Honours with Merit)
GPA: 3.98/5.00

National Junior College Jan 2010 – Dec 2015
GCE A-Levels

ACADEMIC PROJECTS

Nanyang Technological University, Final Year Project Aug 2019 – March 2020
The Issue of Death for Chinese Migrants in 20th Century Singapore: An Analysis of Migrant Deathscapes

WORK EXPERIENCE

Freelance Writer (Ongoing) November 2020

- Content creation for educational materials
- Script writing
- Academic and Technical writing
- Site content writing
- Proofreading and editing

Singapore General Hospital
Temp Pharmacy Assistant August 2020 – October 2020

- Assist in the packing of medicine
- Ad-hoc administrative duties
- Usage of Fastrak to perform duties

Nanyang Technological University
Student Research Assistant May 2020 – July 2020

- Conducted research in digital newspaper archives on Peranakan heritage
- Use of Microsoft Excel to organise information
- Analysis of trends from research results

Kwong Wai Shiu Hospital**Intern****May 2019 – July 2019**

- Assisted in project management
- Assisted in planning and execution of outreach events
- Regularly hosted tours in both Chinese and English to various groups to the heritage gallery
- Development of archiving system for heritage artefacts
- Archiving various heritage artefacts and organising them within the developed system

Administrative Assistant**July 2019 – August 2019**

- Digitization of archives
- Assisted in research preparation for National Heritage Board Research Grant

Hoho Korean Restaurant**Waitress****July 2016**

- Taking orders
- Serving customers' orders
- Washing of dishes
- Cashiering duties

Joe & Dough**Service Crew****Feb 2016 – June 2016**

- Serving customers
- Food preparation
- Stock taking
- Basic housekeeping duties
- Cashiering duties

Great Eastern Life**Admin Assistant****Jan 2016 – Feb 2016**

- Clearing of backlog
- Ad-hoc admin duties

CO-CURRICULAR ACTIVITIES AND COMMUNITY SERVICES

NTU Welfare Services Club RSP (Elders)**2016 – 2020****Main Committee (Financial Controller)****2017**

- Handling of finances for the portfolio
- Processing of receipts and preparation of necessary documents for reimbursement
- Budgeting for the portfolio

NJC Photography Club**2013 – 2015****Ex-Co Secretary (2014 – 2015)**

- Management of budget and finances for the club
- In charge of collection of receipts and reimbursement

National Education (NE) Council**2011 – 2015**

National Education (NE) Ambassador

- Assisting in the development of an application to conduct heritage trails
- Conducting of heritage trails around Bukit Timah
- Planning and execution of events for students

SKILLS

Digital Skills

Microsoft Office	Proficient
Adobe Photoshop	Good
iMovie	Proficient

Spoken Language Skills

English	Proficient
Chinese	Good
Korean	Good

Written Language Skills

English	Proficient
Chinese	Good
Korean	Moderate