

# TAN EVAN JING JIE

## CITIZENSHIP

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Singapore  
Permanent Resident

US Citizen

## CONTACT

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evantanjj@gmail.com

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evantanjj.com

## SKILLS

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UX Design

User Research

Prototyping

Wire-framing

Figma

Communications  
(Internal & External)

Event Planning

E-Procurement

## LANGUAGES

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English

Mandarin

## WORK EXPERIENCE

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### EXECUTIVE @ NATIONAL UNIVERSITY OF SINGAPORE

March 2018 - May 2022

- Conducted multiple summer programs, online workshops and immersion programs, as part of organizing team for over 1,500 international participants cumulatively
- Crafted Marketing and Publicity materials such as websites, promotional slides, posters and banners
- Advised prospects on admissions and student matters during postgraduate fairs and via email
- Composed formal communications such as Announcements, Emails, Letters
- Led and managed students on overseas immersion programme
- Procured goods and services for running programs
- Processed and tracked payments for internal and external stakeholders
- Supervised and managed part time staff during daily operations
- Managed operations and administrative work for delivery of programs

### T&L EDU SG PTE LTD

December 2017 - March 2018

- Developed website content and promotional materials for educational programs

### FREELANCE EDITOR

April 2015 - May 2015

- Researched key information and customized guidebook
- Organized and revised information in a concise and accessible format catering to the specific needs of students

## EDUCATION

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### General Assembly (UX Design Immersive)

May 2022 – August 2022

- UX Fundamentals, UI Foundations, UX Foundations, Design Iteration and Development, Working with a Product Team, UX in the Real World, UX Career Planning

- Completed 2 projects with real life clients including Non-profit organizations

### Bachelor of Communication (Professional Communication) @ Royal Melbourne Institute of Technology

July 2015 – August 2017

- GPA 3.0/4.0 with Distinction
- Top 20% of the cohort