

# ZOEY EUN KHAI YEE

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## EDUCATION

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### SINGAPORE MANAGEMENT UNIVERSITY

Aug 2021 - May 2025

#### Bachelor of Social Science

- SMU Social Sciences Society (SOCIETY) - Professional Development and Academic Director
- SMU Fitnessworks - Member

### ANDERSON SERANGOON JUNIOR COLLEGE

Jan 2019 - Dec 2020

#### GCE A' Levels

- Member of Red Cross Youth
- Participant in Yio Chu Kang Homework Club

### ANGLICAN HIGH SCHOOL

Jan 2015 - Dec 2018

#### GCE O' Levels

- Vice-President of Anglican High School Chinese Orchestra 2017-2018

## EXPERIENCE

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### SINGAPORE MANAGEMENT UNIVERSITY - CENTER FOR RESEARCH ON SUCCESSFUL

Dec 2021 - Present

#### AGEING (ROSA)

##### Student Assistant

- Reminding members in the Singapore Life Panel to complete monthly surveys
- Assist members to complete survey if necessary

### BGC GROUP PTE LTD

Apr 2021 - Aug 2021

#### Management Executive Officer (MSF)

- Handled verbal and written enquiries from customers, and ensured at least 20 enquiries were answered per day
- Scheduled appointments, including video-link meetings daily
- Handled walk-in enquiries from members of public at front counter daily
- Organised customer schedules daily and other administrative work

### MINISTRY OF EDUCATION (MOE) - Gongshang Primary School

Jan 2021 - Mar 2021

#### Teaching Intern

- Posted to Gongshang Primary School under the MOE JC Teaching Internship Programme (TIP) 2021
- Co-taught the subjects English Language and Mathematics at least two times weekly, with self-curated lesson plans and interactive tools such as videos and games to engage students in class
- Engaged in weekly lesson planning and consulting with teaching supervisors on feedback for lesson plans to find out gaps in lesson planning and improve
- Carried out relief duty almost daily for various classes to manage a class when main teacher was absent and ensured class was quiet, respectful and occupied
- Carried out other non-teaching duties weekly such as CCA session supervision and attending daily assembly sessions

## SKILLS & INTERESTS

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Singapore Red Cross Certified First Aider

ABRSM Grade 3 Violin

London College of Music UWL Music Performance Ensemble Level 4

Proficient in both written and spoken English Language and Mandarin, and spoken Cantonese

## COMMUNITY SERVICE

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### RIVERLIFE COMMUNITY SERVICES LIMITED

#### Befriender & Operations Volunteer

Jan 2022 - Nov 2022

### UNI-Y SINGAPORE

#### Children's Volunteer

Sep 2021 - Oct 2021

## ACHIEVEMENTS

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- Edusave Awards for Achievement, Good Leadership and Service (EAGLES) Award (2018) - Up to 10% of students from each school demonstrating leadership qualities, service to community and schools, excellence in non-academic activities, and good conduct
- Certificate of Merit in English - University of New South Wales Global Australia International Competitions and Assessments for Schools (2016)
- Edusave Scholarship Award (2015)