**Koh Paye Shin**

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# Education

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| **Aug 2021 – July 2025(expected)**Bachelor of social sciencesingapore management university |
| **Apr 2018 – Jan 2021**diploma in BUSINESS, specialisation in International business & Entrepreneurshiptemasek polytechnic GPA: 3.65/4.00 |

# Experience

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| **Nurture Pods**Social skills therapist aids internAug 2022 – Feb 2023(Expected) Roles:   * Working with children with special needs whilst monitoring their implemented individual and group programs * Performing administrative duties and preparing videos * Developing the curriculum  **WT Microelectronics**InternSep 2020 – Jan 2021 Roles:   * Handled financial documents to prevent inconsistency and error * Prepared daily journals and assisted daily operating activities, for example, handling cheques and telegraphic transfers from customers and checking logistic documents * Coordinated past data provided to prepare Excel income reports  Finance assistantFeb 2021 – Mar 2021 Roles:   * Handled daily operating activities * Trained next batch of interns |

# CCA and External Involvements

**External Involvements**

* Zooniverse
  + - Volunteering since Jan 2021

**University**

* Ripplecreate
  + Participated in their project which aims to provide accessible STEM education for children
  + Prepared training materials per coding platform, i.e. CoSpaces and Scratch

**Polytechnic**

* Japanese Cultural Society
  + - Collaborated with a group in the 27th National High School Manga Championships (Manga Koshien) in 2018
* NEA – Clean Singapore Learning Trail
  + - Volunteered in 2019

# Skills & Abilities

* Proficient in Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel)
* Fluent in spoken and written English
* Fluent in spoken and written Chinese
* Understand basic Japanese
* Basic Programming Skills on Unity Engine