

Erin Quraisyah Binte Mohammed Razali

80220790 | erin.q2003@gmail.com

Digital portfolio:

Education

DIPLOMA IN BUSINESS STUDIES | APR 2020 – APR 2023 | NGEE ANN POLYTECHNIC

- Distinction in Child Safety module
- Elective in Capstone Project (Event management)

GCE 'O' LEVELS | JAN 2016 – DEC 2019 | PEIRCE SECONDARY SCHOOL

- Received Edusave Bursary Award in 2016 & 2017
- Received EAGLES award in 2018 & 2019

Work Experiences

INTERNSHIP | FEBRUARY 2022 - AUGUST 2022 | SPARKLETOTS

- Created lesson plans according to theme, syllables and children's needs
- Managed a class of 20 children indoors and outdoors
- Planned field trips to boost their learning experiences

PRACTICUM ATTACHMENT | AUGUST 2020 | AMAZING STAR MONTESSORI

- Assisted in lesson planning, classroom preparation and teaching in class
- Observing and aid children in lesson time
- Plan lessons that are developmentally appropriate

ADMIN | DECEMBER 2019 | KEMONO CHICKEN

- Save contact numbers to company's system
- Contact customers regarding feedback and promote their latest promotion by sending messages

BANQUET | OCTOBER 2019 - JANUARY 2020 | AEGIS

- Register guest according to guest list
- Serve course meals and buffet tables (mainly for lunch and dinner)

NTUC | NOVEMBER 2019 – JANUARY 2020 | NTUC

- Cashiering; assisted customer checking out
- Restocking of products and taking request from customers
- Helped out during the Christmas and Chinese new year festive
- Customer service

Co-Curricular Activities

EXECUTIVE COMMITTEE | APR 2021 – APR 2022 | HI! CLUB

- In Sign Language Coordinator (SLC) department
- Instructed and plan lessons; share signings

- Organized events for clubs and get in touch with organisation like Touch Silent Club (TSC) in order to collaborate and increase exposure to the Deaf
- Interpreting host/speakers during events
- Proficient in Signing Exact English 2 (SEE-2)

EXECUTIVE COMMITTEE & HEAD WELFARE | APR 2018 – APR 2019 | PEIRCE SECONDARY SCHOOL STUDENT COUNCILLOR

- Lead the student councillors and play as a role model in school
- Planned and participated or hosted many events
- Head of welfare of school, overlook student body's welfare

ST JOHN BRIGADE PRESIDENT | APR 2018 – APR 2019 | PERICE SECONDARY SCHOOL

- Overall in-charge and Sergeant rank
- Lead in competitions and obtained 3rd place in 2018
- Planned out theory and practical lessons and conducted foot drills
- Mentor a squad of 30 to 40

Activities

THE 'A VERY SPECIAL WALK' 2018 HOSTED BY AUTISM RESOURCE CENTRE (NON-PROFIT ORGANISATION)

- Represented Peirce Secondary School to host a booth
- Planned a game booth alongside with the EXCO members to raise awareness for people with autism
- Conducted many meeting for about a month to prepare for the game
- Lead in building the game and booth design

FIGURE SKATING|NOV 2020 – CURRENT

- Currently in Advanced Level 3
- Coaching children basic skills of ice skating

Professional Skills

- Efficient in using Microsoft and Google softwares
- Proficient in leading, mentoring and coaching
- Sign language (SEE-2)
- Certified first aider
- Good at editing videos for events

References

Ms Amanda Fernando

Educator

Peirce Secondary School

[+65] 9180 3865

