



I am a meticulous and organized individual equipped with multitasking ability. Highly motivated & driven to succeed, I work hard to strive towards my goals. I am able to adapt swiftly to a new environment with my sociable and outgoing personality which allow me to get along & communicate effectively with my colleagues or peers of all levels. I am a fast-learner & keen to learn. I was described as a resourceful and responsible individual that my colleagues & superiors can rely on.

## PERSONAL PARTICULARS

Name: **Jordan Choi**  
 Nationality: Singapore Citizen  
 Driving License: Class 3 (Manual)

## CONTACT INFORMATION

[Jcsy11@hotmail.com](mailto:jcsy11@hotmail.com)

## EDUCATION

**Ngee Ann Polytechnic**  
 2020 – 2023

Diploma in Information Technology  
 Current Cumulative GPA: 3.98/4.0

**Institute of Technical Education**  
 2018 – 2019 | College Central

Nitec in Web Applications  
 Graduated GPA: 4.0/4.0

**Queenstown Secondary School**  
 2010 – 2014

GCE O Levels (2014)  
 GCE N(A) Levels (2013)



## CHARACTER REFERENCES

Mr. **Deepak** Sasikala Peethambaran  
 Reporting Supervisor (Known 1 year)  
 OCBC Bank, Vice President 2

Mr. Jansen **Yuen**  
 Secondary School Form Teacher (Known 10+ years)  
 Ministry of Education, Teacher

## ACHIEVEMENTS

**Ministry of Education & People's Association**  
 AY 2021, 2020, 2019, 2018 **Edusave Merit Award**

### Ngee Ann Polytechnic

Jul 2022

**Placed in Director's List**

- Oct Semester, AY21/22

Jan 2022

**2<sup>nd</sup> Most Outstanding Performance**

- Apr Semester, AY21/22

**Best Performance in Module for**

- Object-Oriented Analysis & Design (Apr, AY21/22)

**Placed in Director's List**

- Apr Semester, AY21/22

Jul 2021

**3<sup>rd</sup> Most Outstanding Performance**

- Oct Semester, AY20/21

**Best Performance in Module for**

- Interactive Development (Oct, AY20/21)

**Placed in Director's List**

- Oct Semester AY20/21

Jan 2021

**2<sup>nd</sup> Most Outstanding Performance**

- Apr Semester, AY20/21

**Best Performance in Module for**

- Innovation Made Possible (Apr, AY20/21)

- Fundamentals for IT Professionals I (Apr, AY20/21)

- Apr Semester AY20/21

**Placed in Director's List**

- Apr Semester AY20/21

Sep 2020

**Top 6 Finalist for innovateSECURE 2020**

### Institute of Technical Education – College Central

Jan 2020

**Certificate of Merit for Outstanding Performance**

Jun 2018 - Dec 2019

**Placed in Director's List (All Semesters)**

### Singapore Police Force

FY 2017

**Director's Commendation**

## LANGUAGE PROFICIENCY

### ENGLISH

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COMPETENT

### HOKKIEN

●●●●●



ADVANCED BEGINNER

### MANDARIN

●●●●●



PROFICIENT

### CANTONESE

●●●●●



BEGINNER

## SKILLS

|       |      |            |           |        |               |
|-------|------|------------|-----------|--------|---------------|
| HTML5 | CSS3 | JavaScript | Bootstrap | jQuery | ASP.NET (MVC) |
| C#    | C++  | Python     | Swift     | Java   | ADO.NET       |
| PHP   | JSON | WordPress  | Joomla    | Wix    | MY/MS-SQL     |

|                           |                               |                               |                            |       |
|---------------------------|-------------------------------|-------------------------------|----------------------------|-------|
| <b>Adobe</b>              | Photoshop                     | Illustrator                   | Acrobat                    | XD    |
|                           | Dreamweaver                   | Animate                       | InDesign                   |       |
| <b>Microsoft</b>          | Word                          | PowerPoint                    | Excel                      |       |
|                           | SQL Server                    | Dynamics                      | Outlook                    |       |
| <b>IDEs</b>               | Android Studio                | Visual Studio                 | Visual Studio Code         | XCode |
| <b>Others</b>             | iOS & Android App Development |                               | SEO                        |       |
|                           | Relational Database Design    |                               | Agile Methodology          |       |
|                           | Cloud Computing (AWS)         |                               | Software Analysis & Design |       |
|                           | Data Structure & Algorithms   |                               | SAP Netweaver GUI          |       |
|                           | Windows & MacOS               |                               | Ubuntu OS                  |       |
|                           | SAP Netweaver GUI             |                               | TIBCO BusinessWorks        |       |
| DevOps (JIRA/Jenkins/Git) |                               | Service-Oriented Architecture |                            |       |

## NATIONAL SERVICE

ENLISTED TO: **SINGAPORE POLICE FORCE**  
PERIOD: 11 NOV 2015 - 10 NOV 2017  
STATUS: COMPLETED (ORD)  
PES STATUS: B1L1  
RANK: SC/SGT(1)  
SERVICE GRADE: A (Excellent)  
UNIT: TransCom  
VOCATION: FOOT PATROL OFFICER & STAFF ADMIN TO HD. PNS

### EXAMPLES OF DUTIES:

- Performed general policing & administrative duties such as apprehension of subject and data collation.
- Performed general human-resource duties such as payroll, allowances, maintenance of NSFs particulars, leave, divisional interviews and onboarding matters.
- Organizing & Hosting of Ceremonies/Events

## INTERNSHIP

### OCBC Bank

*Overseas-Chinese Banking Corporation Ltd.*

PERIOD: Mar 2022 – Mar 2023  
POSITION HELD: SOA Developer (Intern)

### EXAMPLES OF DUTIES:

- Maintained and managed existing middleware services of the bank.
- Designed, developed and modified middleware service.
- Streamlined the SOA support work process through the migration of email case channel to JIRA shell.
- Developed dashboards to effectively capture insights on received support cases.
- Involved in the Project 798 DAS, FSS & PNS Projects.
- Involved in the bank's CSR project for MINDS MINDS' Me Too! Club event management solution.

### SuperInk Digital Marketing Agency

*SuperInk Pte. Ltd.*

PERIOD: Jul 2019 – Sep 2019  
POSITION HELD: IT Intern

### EXAMPLES OF DUTIES:

- Created contents and performed SEO for client's website.
- Produced Wireframes, Prototypes, and other UI & UX materials.
- Jointly developed [NGS](#), [Opsis](#), [SQFT Architect](#)'s WordPress Website with another intern.
- Implemented Newsletter, User Manuals & CSS
- Performed tests on developed websites.

## ENTREPRENEURSHIP

### Invision Tech

*Invision Tech Singapore LLP*

PERIOD: Apr 2019 – Apr 2021  
POSITION HELD: Partner

### EXAMPLES OF DUTIES:

- Implemented Marketing Kits, Sales Strategies, Graphical, UI & UX Designs
- Performed Digital Marketing, IT Sales, Invoicing and Customer Support duties
- Managed overall operations, finance and tax matters.
- Designed & Developed [company's](#) & [HeyShark's](#) website.

## WORK EXPERIENCE

### DBS Bank Ltd.

*The Development Bank of Singapore Limited*

PERIOD: August 2018 – January 2019  
POSITION: Customer Service Officer (PT)

### EXAMPLES OF DUTIES:

- Respond to customer's enquiries via a variety of channels.
- Perform and process customer's request through in-house application.
- Conduct verification process to verify customer's identity.
- Documented every call and/or service process.
- Attained Best Trainee during Employment Training.

### Grab

*GrabTaxi Pte. Ltd.*

PERIOD: November 2017 – March 2018  
POSITION: Activator & Admin (Temp)

### EXAMPLES OF DUTIES:

- Verify and validate new sign-up driver's documents.
- Facilitate and create accounts for drivers
- Update of drivers' particulars.
- Respond to drivers' enquiries in-person.

### TSA Solutions

*TSA Training Services Pte. Ltd.*

PERIOD: August 2015 – October 2015  
POSITION: Admin & Helpdesk Support

### EXAMPLES OF DUTIES:

- Coordinate with Hotel Managers for sales report analysis.
- Assist and Troubleshoot IT issues for clients through in-house application.
- Data Entry
- Create and manage accounts for Software & Online Forum.

## PROFILES & PORTFOLIO

LinkedIn: [in/jordanchoi/](#) Digital Portfolio: <https://www.jordanchoi.com/>

## NOTABLE PROJECTS

### StuffTrek– Aug 2021 (Academic)

Android Mobile Application (Java) – Home & Living

<https://play.google.com/store/apps/details?id=g.edu.np.mad.teampk.stufftrek>

### HeyShark Singapore – Sep 2019

(Freelance/Invision Tech)

WordPress Web Development & Design

<https://www.heyshark.com.sg/>

View more projects at <https://www.jordanchoi.com/>

|   |                 |
|---|-----------------|
| Current Salary/Allowance:               | \$0.00/-        |
| Expected Salary/Allowance (Internship): | S\$1,500 ++     |
| Availability:                           | 2 Months Notice |

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