



# JENELLE YAP

ARTS MANAGEMENT  
STUDENT

## CONTACT

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LinkedIn

Portfolio

## WORK EXPERIENCE

### TEMP STAFF (ADMIN EXECUTIVE)

APR 2024 - JUL 2024 & AUG 2025 - NOV 2025:  
REPUBLIC POLYTECHNIC

2024 | Momentum Dance Festival & IGNITE! Music Festival: Created graphics and digital content, managed social media, coordinated video shoots, and supported festival programming, media, and administrative operations.

2025 | Reflections Arts Festival: Designed visual assets, managed social media, and supported event operations including logistics, marketing, ticketing, and front-of-house.

### MARKETING & BUSINESS DEVELOPMENT INTERN

APR 2025 - AUG 2025: NINE YEARS THEATRE

Supported marketing campaigns for theatre productions and events by creating content for social media, email, and web platforms; managed online presence through trend monitoring and idea development; assisted with donor and sponsor engagement, event coordination, and front-of-house and backstage operations.

### PEOPLE OPERATIONS INTERN

MAR 2022 - JUL 2022: SINGAPORE TELECOMMUNICATIONS

I organised employee P-files, assisted in creating HR system profiles post-onboarding, and drafted letters for re-employment and promotions. I responded to team and employee queries and presented a well-received process improvement proposal for profile creation, enhancing overall efficiency in HR operations.

## EDUCATION



### LASALLE COLLEGE OF THE ARTS

Bachelor of Arts (Honours)  
Arts Management



### REPUBLIC POLYTECHNIC

Diploma in Human Resource Management with Psychology, 3.16 GPA

## AWARDS

Flame Awards 2023 & 2024:  
Outstanding Alumni Award by Republic Polytechnic

Edusave Good Progress Award in 2022

Flame Awards 2021: Outstanding Student Award by Republic Polytechnic

Model Student Award in 2018  
Edusave Good Progress Award in 2018

Edusave Award for Achievement, Good Leadership and Service (EAGLES) in 2016

## SKILLS

CREATIVITY



ADOBE SOFTWARE



MICROSOFT OFFICE



PROBLEM-SOLVING



COMMUNICATION

