

# Summer Saw

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## PROFESSIONAL SKILLS

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- Event Coordination: Planning, managing logistics, and executing various arts and community events
- Art Facilitator: Assisting in workshops, logistics, and engaging participants in creative activities
- Customer Service & Front-of-House: Provide operation support, managing crowd flow, and emergency procedures

## EXPERIENCE

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### Outreach and Education Intern

STPI

May 2025 - April 2026

- Assist in private engagement, public, and school workshops
- Assist in photoshoot for advertising purposes
- Facilitate exhibition-related activities such as Arty Afternoon
- Provide additional support for docents during their guided tour
  - Assist with crowd control during the guided tours
  - Preparation of resources such as audio guides for the walk-through and transcripts
  - Upkeep of the educational box containing materials that would be used during the guided tours
- Manage front of desk reception and welcome visitors to the gallery
  - Assist with the sales of merchandise
  - Assist in stocktake and maintain inventory records for gallery merchandise
  - Maintain the cleanliness and presentation of the gallery space
  - Managing the phone inquiries and ensuring marketing collaterals, such as brochures and event flyers are replenished throughout the event
  - Opening and closing of the gallery space and performing daily checks to ensure all installations are in good condition
- Support in administration tasks
  - Assist in managing engagement and workshop bookings, and liaising with schools and partners
  - Research and develop educational materials including lesson plans and slide decks, impacting outreach programmes for schools and the public
  - Preparation of resources for engagement and workshops
  - Photograph visual documentation of workshops, data collection of quantitative visitorship tracking, and qualitative feedback & survey

### Selected Project Experience

- Material Moves Arty Afternoon | Garden City Sights: Postcard Monotypes
  - Conceptualising and executing a themed workshop that is aligned with STPI mission and current exhibition
  - Preparation of necessary materials, designs, and instructions for the workshop
  - Facilitate the workshop

- Delivered art workshops to **169** participants across **3 sessions**, achieving a **100%** satisfaction rate based on attendee feedback
  - Click [here](#) to know more about the activity
- SCCC Mid Autumn Family Fun
  - Co-developed design specific to SCCC brand alignment
  - Facilitate the engage with participant, document the participants feedback, photograph, and creative outputs
  - Executed preparation of workshop materials
  - Click [here](#) to know more about the engagement

## Creative Arts Programming Intern

\*SCAPE

August 2022 - October 2022

- Assist with event support and the day-to-day administration duties
  - Ensuring the studio and equipment are prepared for the artist's residence rehearsals
  - Assist with the front-of-house during events
- Assist with event logistics such as booking of venues, coordinating with vendors, and on-site equipment
- Assist with stakeholder coordination with artists, partners, and internal departments

Selected Project Experience

- Comma
  - Assisting in conceptualize digital materials designs for their marketing collaterals
  - Spatial planning optimizing the visitor flow
- Into The Abyss
  - Conceptualize a narrative-led social strategy documentary of their dance residency
  - Assist with front-of-house operations, assisting with the ticketing, seating, and crowd control
  - Assist with the logistics, ensuring the props are handled quickly and smoothly during the performance
- Dance Dance Hallyu
  - Assist with front-of-house operations, assisting with the ticketing, seating, and crowd control
  - Assist with the call time, ensuring a smooth performance

## Training Chef Intern

Marriott Tangs Plaza Hotel

July 2019 - December 2019

- Daily food preparation in the cold and hot kitchen
- Ensure all stations are clean, and equipments are sanitised
- Ensure equipment and food are prepared for private events

## SELECTED GROUP EXHIBITIONS / PROJECTS

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### Project Researcher

LaSalle X Children's Museum Singapore: Fundraising Proposal Arts Project

January 2025 - April 2025

Collaborated with Children Museum Singapore to design, develop, and implement fundraiser ideas to enhance organisation development in hopes of raising S\$50,000

Please click [here](#) to access document

## **Artist**

The LaSalle Show Exhibition

January 2023 - April 2023

An annual graduation showcase featuring LaSalle College of the Arts' graduating cohort. My works were being showcased as part of the graduating cohort.

Please click [here](#) to view the biography

Please click [here](#) to view the eCatalog. Kindly refer to page 16 to view the work.

## **EDUCATION**

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**In BA (Hons) Arts Management, LaSalle College of the Arts, Singapore — *Degree***

August 2023 - Current

**Diploma in Fine Arts, LaSalle College of the Arts, Singapore — *Diploma***

August 2020 - April 2023

**Nitec in Asian Culinary Arts, Industry Technical Education (ITE) Singapore — *Nitec***

January 2018 - December 2019