

PUN SONG NING

STUDENT

CONTACT

+65 8029 9043

songning02@gmail.com

SKILLS

Microsoft Office

Adobe Photoshop

Adobe Illustrator

Rhinoceros 3D

Keyshot

Canva

HTML, CSS

Python, Javascript

EDUCATION

LASALLE College of the Arts BA (Hons) Product Design

2023 - Present


Singapore Polytechnic Diploma in Infocomm Security Management

2020 - 2023

Singapore Polytechnic Polytechnic Foundation Program

2019 - 2020

LANGUAGES

English 

Chinese 

PROFILE

As a passionate Product Design student, I am deeply passionate about merging creativity with functionality. Seeking opportunities to apply my design skills and creativity to real-world projects, I am poised to contribute positively to a dynamic design team while expanding my knowledge in product design.

WORK EXPERIENCE

Digital Marketing cum E-Commerce Intern

Dear Diary Co. 2024 - 2024

- Managed content calendars to ensure timely and consistent posts across multiple platforms.
- Analysed social media metrics to track engagement and optimise content strategy.
- Enhanced customer interaction through email marketing campaigns.
- Supported e-commerce operations, including stock management and website optimisation for improved user experience.
- Created engaging social media contents to boost brand awareness.
- Collaborated with influencers to increase brand visibility and engagement.
- Designed the Papilion Floret collection, featuring a necklace, earrings, and two rings.

Information Security Intern

Singapore Exchange 2022 - 2023

- Actively supported Threat Intelligence operations, writing scripts to establish robust networking baselines and reviewing administration activities to detect anomaly detection.
- Played a key role in evaluating the efficacy of existing products and Proof of Concept (POC) prototypes, contributing insights that facilitated refinement and improvement, enhancing product functionality and performance.
- Demonstrated adaptability by efficiently handling diverse ad hoc tasks as assigned, exhibiting a proactive approach to supporting team objectives and operational needs.

Barista

Cuppafield 2021 - Present

The Coffee Bean & Tea Leaf 2019 - 2020

- Maintained and operated espresso machines, blenders, commercial coffee brewers, coffee pots and other equipment.
- Trained new team members with positive reinforcement and respectful, encouraging coaching.
- Ensure smooth progress among colleagues through teamwork and communication.
- Learnt to maintain calm under stress and pressure.

Extra-Curricular Activities

Judo and Gryphons Excels: Webmaster and Media & Outreach 2021 - 2022

- Designing and making Instagram posts, stories and captions.
- Organising and planning events such as CCA Carnivals and Interviews.
- Reaching out to students via Emails or direct messages.
- For Gryphons: Making of Capture the Flag challenges.
- For Judo: Encouraging team members to go for training and train hard.