

Venus Chai

CONTACT

+65 9724 7591
venuschi@gmail.com

ABOUT ME 🙋

🎂 12th July 2001
🇸🇬 Singaporean

EDUCATION

LASALLE College of the Arts
BA (Hons) Fashion Media and
Industries
Aug 2023 – Current

Republic Polytechnic
DIP Customer Experience
Management and Business
2018 – 2020

**Chua Chu Kang Secondary
School**
O Levels
2014 – 2017

Bukit Panjang Primary School
PSLE
2008 – 2013

LANGUAGE

English
Written and Spoken: Excellent

Chinese
Written and Spoken: Excellent

EXPERIENCE

ENVET

Social Media Associate/ Content Creator (Freelance)

11/2025 – CURRENT

- Plan, execute, and edit video content across Instagram
- Contributed to pop-up event operations

UNDA

Fashion Media Creative Intern

06/2025 – 08/2025

- Plan, execute, and edit social media content across Instagram and TikTok
- Coordinate behind-the-scenes operations during livestreams
- Designed product graphics and marketing assets

TOPAZETTE

Creative Executive (Part-time)

10/2022 – 04/2025

- Planning and executing photoshoot
- Create engaging content for various marketing channels (social media, website, emails, ads)
- Design custom illustration for digital/ print material
- Edit and retouch images for campaigns
- Edit video content for social media and campaigns
- Design marketing materials (banners, posters, product images, videos)
- Manage brand identity and ensure consistency in marketing materials

iORA

Retail Associate (Part-time)

11/2019 – 10/2022

- Unpacking and replenishing new stocks
- Maintained organized and presentable merchandise and store
- Interact with customer and handle their requests and inquiries
- Facilitate customer transactions
- Perform other duties as assigned by store manager

SKILLS

Lightroom
Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Procreate

Marina Bay Sands

Butler (Intern)

02/2020 – 08/2020

- Greeting and checking in guest
- Run errands for guest when necessary
- Ensure cleanliness of suites for guests
- Provide personalized and quality service to guests

Kumon

Classroom Assistant/ Receptionist

08/2019 – 02/2020

- Marking of student's worksheet and homework
- Reading (English, Chinese passage/ Multiplication Table) with
- students
- Handling parent's enquiries
- Maintained student's safety in classroom and outside environment

Robinsons

Sales Associate

11/2017 – 01/2018

- Cashiering duties
- Answering customer's enquiries
- Replenishing stocks