

DARIN NABILAH BINTE ROHAIZAT

CONTACT

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 Singapore Citizen

EDUCATION

SECONDARY SCHOOL

Woodlands Secondary School
2017 - 2020

INSTITUTE OF TECHNICAL EDUCATION

Nitec in Visual Communication
2021 - 2023

LASALLE COLLEGE OF THE ARTS

Diploma in Design Communication
and Experiences
2023-2026

SKILLS

Detail-Oriented
Teamwork
Customer Service
Communication
Multitasking
Reliability

PROFILE

Organised, dedicated and ambitious budding professional with excellent attention to detail, and thirst for gaining new experience.

PROFESSIONAL EXPERIENCE

GYM RECEPTIONIST (PART-TIME)

Trilogic Fitness Gym

Dec 2022 to May 2023

- Provided gym tours to new members and assessed individual needs
- Maintained member files with customized exercise plans and membership details
- Assisted with marketing and promoting classes and services
- Built strong relationships with clients through regular communication, follow-ups and progress updates, fostering loyalty and trust
- Provided accurate information regarding gym services, pricing options, class schedules and personal training packages to prospective members
- Monitored check-ins to identify delinquent accounts and collect payments

ASSISTANT ART TEACHER (PART-TIME)

Achievers Art

June 2022 to August 2022

- Assisted in creating a safe and nurturing classroom environment that promotes emotional well-being and academic growth for all students
- Supported students in developing social skills through structured activities and positive reinforcement techniques
- Provided one-on-one support for students with learning disabilities, enabling them to excel in their coursework
- Implemented innovative assessment methods to evaluate student progress, providing valuable feedback for improvement
- Provided individualized guidance to students, helping them develop their artistic skills and confidence
- Supported classroom management, fostering a positive and focused environment for artistic growth

PERSONALITY

Meticulous, Cheerful, Good team player and possesses a willingness to learn

AVAILABILITY

Immediate

FREELANCE ART WORKSHOP/EVENT ASSISTANT

Artisan Hans

2023 - 2024

- Travelled islandwide to support art teachers during workshop
- Assisted in preparing and setting up art materials and workspaces
- Provided hands-on support to participants of all ages
- Guided participants through activities and techniques
- Maintained a safe, organised and engaging learning environment
- Supported smooth workshop operations and clean-up

RETAIL ASSOCIATE (PART-TIME) & INTERNSHIP

Postcard

April 2025 - Present

(Part-time)

- Assist customers with product selection and inquiries
- Provide friendly and professional customer service
- Operate POS system and handle cash transactions
- Maintain store cleanliness and product displays
- Support daily store operations and sales target

(Intern)

- Created content for social media platforms
- Assisted in planning and scheduling posts
- Supported basic photo and video content creation
- Wrote captions and assisted with content ideas
- Engaged with audience through comments and messages
- Collaborated with social media influencers to upsell products
- Tracked basic performance and engagement
- Planned for events to promote products