

ROZALITA SAHETAPY

 (+65) 81340199

 rczarts@gmail.com

 Portfolio: <https://rczarts.com/>

EDUCATION

LASALLE College Of The Arts —
Diploma In Fine Arts

Relevant Coursework:

- Events Management Elective
- Graphic Novel Specialism

SKILLS

- Leadership abilities
- Independent & collaborative
- Proficient in Microsoft Office & Google Workspace

PROJECTS

- Two 2 Six Exhibition LASALLE — The Divided Self

AWARDS

- Edusave Scholarship, 2019
- Selected Student Councillor, 2020

Rozalita is a dedicated emerging artist with a strong commitment to growth and creative excellence.

An independent learner, she actively seeks feedback to refine her skills and broaden her artistic practice. Through her experience assisting in event coordination, she has demonstrated strong organisational abilities and adaptability in collaborative settings.

Her resilience, attention to detail, and passion for innovation make her a valuable asset to any creative team or project.

EXPERIENCE

○ ADMIN ASSISTANT — *RAW MOVES*

September 2025 - November 2025

- Assisted with daily arts management tasks, including scheduling, documentation, and cross-department coordination.
- Supported pre- and post-production workflows such as guest list management, preparing marketing materials, and compiling post-event evaluations.
- Assisted in drafting and preparing grant applications and supporting documents.
- Compiled and organised reports, meeting minutes, and archival materials for internal use and formal presentations.
- Conducted research and compiled analysis for productions and events, including artist references, audience trends, and Front of House logistics.

○ ADMIN ASSISTANT — *DABZEE PTE LTD*

June 2024 - August 2024

- Managed correspondence, scheduling, and data entry with accuracy and efficiency.
- Communicated professionally with clients and vendors, ensuring efficient coordination and positive interactions