

# Jovan Wong

Age: 16 | Singapore Citizen

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**Address:** Singapore

**OBJECTIVE** Motivated N-Level graduate seeking a part-time job to gain valuable experience and contribute positively to the workplace. Reliable, fast learner and eager to develop new skills in a professional environment.

**EXPERIENCES** **National Police Cadet Corps (NPCC) – Staff Sergeant (SSGT) (2021-2025)**

- Held leadership role in NPCC, mentoring and guiding junior cadets.
- Served as Store IC, managing and maintaining cadet equipment and supplies.
- Participated in team-building exercises and school/community events.

**Class Chairperson – Bartley Secondary School (2024 – 2025)**

- Led class activities and supported teachers in administrative tasks
- Delivered a school-wide presentation for the Morning Leadership Series (2024)
- Created “Star Award Certificates” for the Teachers’ day celebration (2024)
- Assisted in collecting National Day donations from classmates (2025)
- Coordinated the planning and distribution of class T-Shirts, liaising with manufacturers, managing payments and handling collection and distribution to classmates (2025)

**Teachers Day Preparation – Bartley Secondary School (2025)**

- Assisted in preparing the decorations for each class for every level.
- Helped in decorating my class for teachers day.

**Job History**

- Raduga Center Pte Ltd [Part Time] (7/11/25 – CURRENT)

**EDUCATION** **Bartley Secondary School (2021 – 2025)**

GCE N-Level Graduate – 2025

Subjects taken: English | Mathematics | Science

(Chemistry & Biology) | Humanities ( Social Studies &

Geography)

**SKILLS**

- Responsible and punctual
- Teamwork and communication
- Basic computer & mobile app skills (Word, Google Docs, Canva)
- Quick learner and adaptable

**LANGUAGES**

- English – Fluent
- Chinese – Conversational

**REFERENCES** Available upon request

**LINKS** [Achievements/Certificates \(bit.ly/j0vanwresources\)](https://bit.ly/j0vanwresources)