

Tan Gui Quan

Website: tanguiquan.com | Email: tanguiquan@gmail.com | LinkedIn: [linkedin.com/in/guiquan/](https://www.linkedin.com/in/guiquan/) | PH: +65 94590330 |

ABOUT ME

Motivated and analytical Information Systems undergraduate at Singapore Management University, with strong interests in business strategy, analytics, and technology consulting. Known for adaptability, cross-functional collaboration, and a proactive approach to problem-solving. Seeking growth opportunities in consulting, strategy, or data-driven roles.

EDUCATION

Singapore Management University

Aug 2022 – Present

BSc in Information Systems

(Double Major in Business Analytics and Digital Business)

- GPA: 3.53/4.0

EXPERIENCE

Business Development Intern

Jun 2024 – Aug 2024

ScienTec Consulting

- Executed lead generation and client acquisition strategies. Acquired new clients and contributed to building a sales pipeline with multiple leads
- Designed internal SOPs to guide workflows and accelerate onboarding for a new business unit
- Automated data cleaning tasks using Excel VBA, significantly reducing manual processing time

Robotics and Coding Instructor

Sept 2023 – Feb 2025

First Step Academy

- Conducted engaging robotics and coding lessons for children aged 6–12, using tools like LEGO® WeDo and Scratch to introduce programming and engineering concepts.
- Taught students to build and program functional robots, fostering creativity and problem-solving through real-world challenges.
- Customized lesson plans for varying skill levels to ensure inclusive and meaningful learning experiences.

Operations Assistant

May 2023 – Aug 2023

Chan Lee Plasterceil Design

- Supported daily operations including scheduling, data entry, and internal documentation
- Liaised with external stakeholders on housing and payroll matters for foreign workers, ensuring timely payments and compliance with regulatory requirements
- Helped streamline administrative workflows, improving overall operational efficiency

Mathematics Tutor

Feb 2023 – Dec 2023

Riverlife Community Services

- Provided academic support to underprivileged primary school students, improving math performance and confidence
- Designed personalized learning materials and exercises to suit varied learning levels and gaps

Student Ambassador – Startup Scout

Nov 2022 – Apr 2023

Lee Kuan Yew Business Plan Competition

- Conducted outreach efforts to over 200 local and international startups, promoting participation in one of Asia's premier university-led entrepreneurship competitions.
- Streamlined the registration process for international founders, guiding them through registration and onboarding by providing timely assistance, improving clarity and participant satisfaction.
- Collaborated with organizing committee and marketing team to align outreach strategies with event goals.

Healthcare Assistant

Mar 2022 – Jul 2022

KK's Women and Children Hospital

- Assisted in triaging and managing patient flow during peak hours in the emergency department
- Gained hands-on exposure to front-line healthcare operations, strengthening awareness of hospital protocols, patient privacy, and emergency responsiveness.

CO-CURRICULAR ACTIVITIES

Beyond Visible Spectrum: AI for Agriculture 2025

May 2025

- Currently participating in the IEEE ICIP 2025 international AI challenge focused on hyperspectral imaging for sustainable agriculture.

SIC x LCSi Case Competition 2024

Feb 2024

- Proposed product and marketing solutions for *WhatIF Foods* based on customer and market insights

Thrive Consulting Trainee

Jan 2024 – Apr 2024

- Trained in case analysis, strategic frameworks, and client presentation skills
- 2nd place in internal case competition

Social Impact Catalyst Experiential Track

Aug 2023 – Dec 2023

- Explored social entrepreneurship through workshops and team-based projects
- Proposed a social enterprise model promoting sustainability by converting food waste into fertilizer for commercial sale.
- Recognized for best presentation during internal startup pitch

SMU Sustainable Futures Video Competition

Jun 2023

- Ranked Top 3
- Proposed solutions for a sustainable society and created a video highlighting how communities can come together to create a better future

National AI Student Challenge 2022

Jan 2023 – Feb 2023

- Ranked among the Top 20 teams
- Proposed AI solution utilizing Natural Language Processing to inform jobseekers of in demand skills

Certifications

Google Data Analytics Professional Certificate

- An 8-course program by Google on Coursera covering data collection, cleaning, analysis, visualization, and data-driven decision-making using tools like Excel, SQL, R, and Tableau.

Hootsuite Platform Certification

- Certified in Hootsuite, showcasing expertise in using Hootsuite's dashboard for social media management, including scheduling content, monitoring engagement, and analyzing performance metrics across multiple platforms.

Skills

Data & Analytics: Excel | SQL | R | Python | Tableau |

Programming & Tools: HTML/CSS | JavaScript | PHP | Git | Docker | Hugo

Business & Strategy: Market Research | Strategic Analysis | Business Model Development | Stakeholder Engagement

Soft Skills: Public Speaking | Teamwork | Adaptability | Problem-Solving | Cross-Functional Communication

Hobbies

Reading, Chess, Archery, Basketball