

# TAY SI EN DION

## GENERAL INFO

DOB: 20<sup>TH</sup> June 1995

Nationality: Singaporean-Chinese

## OBJECTIVE

Dedicated and adaptable professional committed to delivering quality results and developing new skills. Known for being responsible, a solution-oriented approach, and learning quickly in a changing environment. I support my team's success through collaboration, communication, and integrity. I am currently exploring opportunities to apply my transferable skills in a new industry and contribute to meaningful goals.

## SKILLS

### ADMINISTRATIVE & OPERATIONAL SUPPORT:

- Documentation & Database Management
- Vendor & Stakeholder Coordination
- Quality Assurance & Control
- General administration

### TECHNICAL PROFICIENCY:

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Adobe Premier Pro
- Adobe Photoshop
- Autodesk Maya
- XLOC
- Perforce
- Aspera
- Localization Testing
- Quality Assurance

### INTERPERSONAL SKILLS:

- Mentorship
- Collaborative Teamwork
- Problem-Solving & Attention to Detail

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## **WORK HISTORY**

### **SENIOR LOCALIZATION QA TESTER – BANDAI NAMCO ENTERTAINMENT ASIA**

**Jan 2019 – Jun 2024**

- Reviewed and refined English translations for linguistic accuracy and consistency, maintaining database integrity and quality across multiple projects.
- Managed and updated multiple translation databases, ensuring all changes were accurately reflected and aligned with project requirements.
- Conducted systematic in-game testing on beta versions on multiple platforms to identify, document, and report bugs to development teams for resolution.
- Organized and maintained comprehensive project documents and file directories, ensuring information was accessible and up-to-date for all team members.
- Served as point of contact for external translation vendors, effectively managing inquiries and resolving translation-related issues to maintain project timelines.

### **PART-TIME ART & SCIENCE TEACHER - FUNOVATOR**

**May 2018 – Nov 2018**

- Oversaw supply management for art classes in designated schools.
- Supported lesson delivery and student engagement in classroom.
- Delivered projects on time while maintaining quality standards and attention to detail.

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## **EDUCATION**

### **DIPLOMA IN GAME ART AND DESIGN – NANYANG POLYTECHNIC**

**Apr 2015 – May 2018**

- Edusave Award: Top 25% in Cohort (2016 – 2017)

### **HIGHER NITEC IN GAMES DESIGN AND DEVELOPMENT – ITE COLLEGE CENTRAL**

**Apr 2013 – Apr 2015**

- Director's List – Top 10% Academic Performance (2013 – 2014)
  - Edusave Award: Top 25% in Cohort (2014 – 2015)
  - Best Art in Final Year Project Showcase (2015)
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## CERTIFICATES

### DEVOPS LEADER - DEVOPS INSTITUTE

Oct 2024

### CERTIFIED SCRUMMASTER (CSM) – SCRUM ALLIANCE

Sep 2024

### CERTIFIED SAFE 6 AGILIST – SCALED AGILE INC.

Aug 2024

### ITIL® FOUNDATION CERTIFICATE IN IT SERVICE MANAGEMENT – PEOPLECERT

Jul 2024

### (SCTP) AGILE IT PROJECT MANAGER – NTUC LEARNING HUB

Jul 2024 – Sep 2024

- Support Workplace Improvement & Innovation
- ITIL®4 Foundation
- Vendor Management and Performance Measurement
- Leading Safe (Certified Safe Agilist)
- Data Analysis Fundamentals using Microsoft Excel
- Analyzing and Visualizing Data with Power BI
- Project Management Professional (PMP)
- Promote Customer Centric Innovations
- Software Development Lifecycle and Methodologies
- Leadership in DevOps
- Certified Scrum Master (CSM)
- Project Management Tools and Techniques
- Agile IT Project Manager: Capstone Project

### (SCTP) ASSOCIATE AIML DEVELOPER – NTUC LEARNING HUB

Jul 2024 – Sep 2024

- Python Programming 101
- Analyze Business Data and Create Interactive Dashboards using Python (SF)
- Promote Customer Centric Innovations (SF)
- Predictive Analytics and machine learning in Python
- Fundamentals of Artificial Intelligence
- ChatGPT for Beginners
- Generative AI
- Deep Learning Models and AI using Python (SF)
- AI for Business Innovation
- Microsoft AI Azure Fundamentals (SF)
- Building AI Models Using Azure
- Artificial Intelligence Ethics and Governance
- (SCTP) Associate AI Developer: Capstone Project