

Zoe Seah

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SUMMARY

Adaptable Project Manager with a foundation in UX design and experience coordinating deliverables, managing timelines, and facilitating cross-functional collaboration. Known for clear communication, integrity, and a collaborative mindset, with a passion for creating impactful solutions that balance user needs and business goals.

SKILLS

- Project Management:** Agile Practices, Stakeholder Communication, Timeline Management, Resource Planning, Client Liaison
- UX Design:** User Research, Interaction Design, Information Architecture, Prototyping, A/B Testing, Usability Testing
- Tools:** Jira, Confluence, Figma, Adobe XD, Microsoft Office, Maya
- Languages:** Proficient in English and Mandarin
- Soft Skills:** Problem Solving, Adaptability, Critical Thinking, Collaboration

WORK EXPERIENCE

DZH International

Project Manager Intern

Singapore

Jun 2025 – Present

- Liaised directly with OCBC, Standard Chartered, and other clients to clarify defects, set expectations, and manage timelines
- Prepared Functional Specification Documents (FSDs) to align technical requirements with business goals
- Hosted daily stand-up meetings with internal teams to ensure progress tracking, task prioritisation, and timeline adherence
- Coordinated with developers, QA, and business analysts to ensure timely resolution of client-reported issues
- Maintained clear communication channels between stakeholders, ensuring project transparency and alignment

TVS Digital Pte Ltd

Product Intern (Autotech)

Singapore

Jan 2025 – Feb 2025

- Conducted competitor analysis to identify market trends, strengths, and weaknesses of competing products
- Performed market research to gather insights on user needs, preferences, and pain points, for feature prioritisation
- Collaborated with cross-functional teams to align product roadmaps with business goals

UX/UI Design Intern (Fintech)

Sep 2024 – Jan 2025

- Conducted user research and created prototypes for Fintech products, ensuring alignment with user and business objectives
- Designed and enhanced the Unified Portal, improving user experience for field collection apps and increasing user satisfaction
- Collaborated with product and engineering teams to translate user feedback into actionable design improvements

Singapore Institute of Technology

UX Researcher Intern

Singapore

Mar 2023 – Mar 2024

- Led XR design research for educators and students, creating impactful interfaces that improved user engagement.
- Prototyped XR solutions to enhance learning experiences, working closely with product and development teams
- Presented research findings to stakeholders, influencing the direction of product development.

EDUCATION

Singapore Institute of Technology – Digipen Institute of Technology

Singapore

Singapore, USA

Sep 2021 – Apr 2025

Bachelor of Arts in User Experience and Game Design

- UX Designer, Sound Champion, and Level Designer for a game project showcased at IMDA's Digital for Life Festival
- Undertook an intensive Overseas Immersion Programme in Redmond, Seattle, focusing on Role-Playing Game Design, Art Processes, 2D Raster Graphics for Designers, and enhancing Game Feel

Republic Polytechnic

Diploma in Design for User Experience

Singapore

Apr 2017 – Mar 2020

- The final-year project was showcased at Symbiosis, a prestigious school event. Developed a digital product that optimised and streamlined the client's insurance claim process

LEADERSHIP

DigiPen Institute of Technology Singapore Student Management
Committee

Singapore, USA
Jan 2023 – Dec 2023

Head of Logistics & Operations

- Led event planning, procurement, and logistics, ensuring efficiency and seamless execution
- Coordinated with stakeholders to align objectives and drive operational success.
- Optimised budgets and workflows to enhance cost efficiency and scalability.
- Improved communication and processes, boosting team productivity.