Nur Aisyah Tan

Workplace Wellness Coordinator

workplace-wellness-coordinator@example.test · Singapore

Employee participation

318 employees — Took part in at least one activity during the annual wellness programme.

34% to 48% — Eligible evening-shift staff attending an activity in consecutive six-week cohorts.

Summary

Workplace wellness coordinator designing accessible activity schedules, selecting qualified providers and tracking participation. Works with site leads to reach shift workers and uses aggregated reporting for managers. Refers personal clinical questions to occupational health.

Languages English · Malay

Experience

Workplace Wellness Coordinator

Seabloom Workplace Programmes

2021-08 – Present

- Coordinated programmes across six worksites. Recorded 318 employees attending at least one activity during the year after removing duplicate registrations across sessions.
- Added evening sessions beside shift handover. Evening-shift participation rose from 34% to 48% across consecutive six-week cohorts using the same eligibility definitions.
- Reviewed onboarding and equipment checks for eight fitness instructors. Scheduled lower-impact alternatives with the instructors and confirmed room capacity before booking.
- Excluded small reporting groups from manager dashboards and used anonymous scheduling feedback to inform the next programme cycle.

Experience (continued)

Fitness Programme Assistant

Hillgate Active Living Centre

2018-10 – 2021-07

- Ran registration and equipment readiness checks for workplace classes, then reconciled instructor attendance records against contracted sessions.
- Recorded participant feedback about time slots, room access and class difficulty. Shared the summary with the programme lead before the next schedule.

Skills

Activity programme scheduling · Provider coordination · Equipment readiness · Participation reporting

Education

Diploma in Sport and Wellness Management

Kestrel Harbour Polytechnic

2018