

Yen Tan

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Profile Summary

Adaptable and people-focused professional transitioning into the fitness and wellness industry after a 15+ year career in human resources, vendor management, and client support. Combines strong communication, leadership, and mentorship skills with a deep personal commitment to community wellness and inclusive fitness. Actively coaching youth and Persons with Disabilities, with a strong foundation in safety, program design, and motivational support. Experienced in youth mentorship, adult learning, and goal-oriented coaching.

Education/Certifications

- Certified in First Aid (CPR + AED) - Red Cross
- Certificate in Nutrition and Wellness (2025) - Singapore Management University
- Basic Exercise Science (2025)-Republic Polytechnic
- Foundation Sports Science (2025)-Republic Polytechnic
- International Weightlifting Federation National Technical Official Course (2025)
- Gifted Centered Mentoring for Youth (2025)
- Disability 101 Workshop for Training Providers (2025)- [SG Enable](#)
- Social Service Institute-Dispositions and Training Styles for Engaging Senior Learners (2025)
- SUSS Drums Up for Active Ageing-Certified Trainer (2025)
- Be A Samaritan (BAS) Programme – Suicide Prevention – [SOS Singapore](#) (2024)
- [Korn Ferry](#) Leadership Architect Certified (2021)
- [SHRM](#) Advanced Diploma in Human Resource Management (2023)
- Bachelor of Education in Adult Learning (2013) – Brock University, Canada
- Bachelor of Science in Psychology & Exceptionality in Special Learning (2006) – University of Toronto, Canada

In Progress

- [ICF](#) Associate Certified Coach expected in 2026
- Postgraduate Diploma in Career Counselling & Coaching -[NCDA](#) certification
- NCSF Personal Trainer and Corrective Exercise Coach - Dec 2025

Awards

- SBBF (Singapore Bodybuilding and Fitness Federation) Ms Body Fitness Championships 2008 (Women's -open category)- 4th National

Relevant Experience

Seniors Strength Trainer – [Aspire 55](#)

- Develop and execute fun and creative exercise programs for older adults (over 50 years old) to enable healthy, dignified and independent ageing.

Adaptive Fitness Instructor – [ImPact at Hong Lim \(Volunteer\)](#)

- Conducts functional movement classes for people with disabilities.

Adaptive Personal Trainer - [NCSF Uplift Ltd. \(Volunteer\)](#)

- To improve various functional outcomes through strength training for people with disabilities.

Running Guide- [Runninghour Co-operative Ltd \(Volunteer\)](#)

- Inducted guide for runners/walkers with disabilities

Youth Mentor –MENDAki, [#amPowered@ITE](#)

- Offer guidance and break down the goals to help youths achieve their education and career aspirations.

Global Mobility & HR Consultant

Canada / Singapore / United States

2011 – 2024

- Led end-to-end global mobility operations across immigration, relocation, tax, payroll coordination, international assignments, and cross-border workforce planning for global organisations, including DoorDash, Cigna, KPMG, SAP, IBM, and WeWork.
- Served as a trusted advisor to business leaders, HRBPs hiring managers, and employees, providing guidance on mobility policies, international tax implications, work authorisation, relocation processes, risk assessment, and compliance across multiple countries.
- Managed visa applications, renewals, and right-to-work checks while ensuring strict adherence to regulatory requirements and internal policies.
- Coordinated with external vendors — including relocation partners, immigration counsel, and tax advisors — to ensure accurate service delivery, cost estimates, invoicing, and assignment lifecycle management.
- Oversaw assignment financials, cost projections, balance sheets, vendor invoicing, and reporting; tracked expatriate travel and assignment statuses to ensure tax and payroll compliance.
- Designed or improved mobility policies, new market expansion playbooks, “work from anywhere” strategies, and employee experience processes.
- Supported stakeholders during organisational changes, expansions, and workforce planning by offering data-driven insights, risk mitigation, and best-practice recommendations.
- Streamlined processes and led continuous improvement initiatives to enhance efficiency, policy clarity, and service excellence in global mobility programs.
- Built strong relationships with cross-functional teams (Finance, Tax, Legal, HR) while managing sensitive employee cases and serving as the escalation point for complex issues.