

# YANG XIAN WEI SHAWN

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## WORK EXPERIENCE

### NCS Group - Singapore

Apr 2024 - Aug 2024

Infrastructure Engineer, Internship

- Developed intranet websites using Microsoft SharePoint and created comprehensive SOPs, streamlining site creation process.
- Contributed to the ongoing management of an essential Excel spreadsheet for on-site contractor passes, meticulously ensuring data accuracy and timeliness, resulting in a reduction of access-related incidents and streamlining contractor management processes.
- Engineered a sophisticated gift redemption system leveraging Microsoft Excel, Power Query, VBA, and Forms, boosting event participation through automated point allocation based on quiz performance and talk attendance.

### Ministry Of Defence (MINDEF) - Singapore

Dec 2020 - Feb 2021

Data Administrator

- Digitised physical documents into secure digital formats to enhance information accessibility and reduce retrieval time.
- Implemented rigorous review and verification processes, to safeguard digital file accuracy reducing data discrepancies.

### Ministry Of Education (MOE) - Singapore

Mar 2018 - Sep 2018

Quality Assurance Tester, Temporary Assistant

- Performed Quality Assurance Testing for Parents Gateway web portal and mobile app, ensuring bug-free release.
- Contributed to a Excel-based system for User Story documentation and validation, improving requirements tracking.

### Ministry Of Education (MOE) - Singapore

Jul 2017 - Feb 2018

UI/UX Tester and React Native Developer, Internship

- Implemented UI/UX testing for Parents Gateway App alpha versions, resolving critical bugs to enhance user satisfaction.
- Developed Bus Uncle, a React Native app with Design Thinking principles, improving parent-student transportation communication.

## EDUCATION

### Singapore University of Social Sciences - Singapore

Jan 2021 - Dec 2024

Bachelor of Science (BSc) Information Communication Technology (ICT)

### Temasek Polytechnic - Singapore

Apr 2015 - May 2018

Diploma in Information Technology

## ORGANISATIONAL EXPERIENCE

### BEACON 2024 - Singapore

Nov 2024

Volunteer

- Managed registration and facilitated smooth participant check-in at BEACON 2024, Better.sg's flagship tech-for-good conference.

### ASEAN Youth Challenge Summit 2023 - Singapore

Aug 2023

First Runner-Up

- First-runner up in the ASEAN Youth Challenge Summit 2023, a regional hackathon for ASEAN youths in Southeast Asia.

### Advisory Singapore - Singapore

Jul 2022 - Oct 2022

Apprentice

- Engaged in one-to-one mentorship with industry professional through Advisory Mentorship Programme.

## CERTIFICATIONS

- WSQ Boosting Efficiency and Content Strategy with Generative AI (2024)
- ITIL® Foundation Certificate in IT Service Management (2024)
- AWS Certified Solutions Architect (2023)
- AI For Industry - Literacy in AI (2022)

## SKILLS AND INTERESTS

- Technical Competencies:** Problem-Solving, Computer Networking, Object-Oriented Programming, Web App Development, Data Analysis, Data Visualisation, Machine Learning, Cloud Computing, Cloud Architecting, SAP ERP System, Database Management.
- Programming Languages:** Python, HTML, CSS, JavaScript, SQL, Linux Bash Script.