

# Jonathan Poon Wei Jie

Mobile: +65 9117 9103 | Email: [jonathanpwj@gmail.com](mailto:jonathanpwj@gmail.com) | [www.linkedin.com/in/jonathanpwj](http://www.linkedin.com/in/jonathanpwj)

A self-driven individual seeking to make a significant impact in the Built Environment industry by pushing boundaries in academia.

## QUALIFICATIONS

### National University of Singapore

Aug 2020 – Jan 2024

- Bachelor of Science (Project & Facilities Management) with Honours (Highest Distinction)
- Minor in Infrastructure & Finance Management
- Key courses taken: Research Methods, Total Building Performance, Smart Facilities, Building Information Modelling, Building Energy Analysis and Simulation

### University of British Columbia

Jul 2023 - Aug 2023

- Vancouver Summer Programme
- Advanced Structural Materials & Concrete Technology, Grade: A+
- Gained insights into cross-cultural exchanges with other nationalities through active participation in collaborative work and discussions.

### Temasek Polytechnic

Apr 2015 - Apr 2018

Diploma in Aerospace Engineering with Merit

- Cumulative Grade Point Average: 3.95
- Key courses taken: Aviation Legislation & Human Factors, Lufthansa Technical Training

## WORK EXPERIENCE

### National University of Singapore, Research Assistant

May 2024 – Present

- Research on feasibility and potential for energy reference models for tropical climates
- Assisted in thermal and energy studies on radiative cooling systems

### Asia Infrastructure Solutions Singapore Pte Ltd, Quantity Surveyor

Nov 2023 – Mar 2023

- Prepared pre-contract estimates for a multi-million-dollar brownfield development.
- Took off quantities for structural and architectural elements for pre-contract estimates.
- Corresponded with contractors for calling quotations for forward contracts.

### Heart of God Church, Volunteer Staff

Mar 2022 – Sep 2022

- Coordinated Guest Experience operations with over 12 ministries for weekend services and other events with more than 3,000 congregants.
- Initiated and organised a quality improvement team to improve the quality of our guest experience for the weekend services.
- Conducted weekly facility inspections for preventive maintenance.
- Liaised with contractors to ensure the proper upkeep of cleanliness of the premises.

## CO-CURRICULAR ACTIVITIES

### NUS Student's Union (NUSSU), Finance Executive

Sep 2022 – Sep 2023

- Facilitated the process and disbursement of over \$80,000 to 200+ needy students through the NUSSU Student's Fund.
- Advised and assisted various committees in NUSSU on financial matters such as payment claims.

### NUS Student's Design and Environment (DE) Club, Vice-President (Internal)

Sep 2021 – Sep 2022

- Corresponded with various department offices and the Dean's Office about matters pertaining to the School of Design and Environment (SDE) student population's physical, mental, and academic well-being.
- Liaised with external societies and organisations on discussions and collaboration opportunities to benefit the SDE student population.

### NUS Student's Union (NUSSU), Council Member

Sep 2021 – Sep 2022

- Represented the SDE student population of over 1,000 students in the National University of Singapore Students' Union (NUSSU) Council.

**NUS Student's Design and Environment (DE) Club, Honorary Financial Secretary** **Sep 2020 – Sep 2021**

- Oversaw all financial matters of DE Club, which included budgeting for the financial year and monitoring expenditures to ensure prudent use of funds.
- Advised and assisted the committee members in the Club on any financial matters such as payment claims and sponsorship.
- Liaised with the relevant department offices (e.g., Office of Student Affairs & Office of Finance) and SDE Dean's Office regarding DE Club's financial income and expenditure matters.

**Temasek Polytechnic NYAA Challenge Interest Group, President** **Apr 2017 - Apr 2018**

- Oversaw management and administrative operation of the club and provided leadership and support to all its members in their pursuit of the National Youth Achievement Award.

## **VOLUNTEER EXPERIENCE**

**Heart of God Church, Guest Experience Department, Security Ministry and Atrium Manager** **Dec 2017 – Present**

- Volunteering 2 to 3 weekends a month in the Guest Experience Department to provide a memorable worship experience for over 3,000 congregants.
- Leads a Security weekend duty team of 8 to 12 volunteers in ensuring the premises are safe and secure for congregants.
- Coordinates with over 10 ministries with over 150 volunteers to provide a seamless guest experience for congregants in the atrium before they enter the auditorium for the worship service.

## **AWARDS AND PRIZES**

- National University of Singapore, Dean's List in AY2022/2023 Semester 2 & AY2023/2024 Semester 1
- Temasek Polytechnic, CCA Merit (Leadership) in 2016, 2017 & 2018
- Temasek Polytechnic, Director's List Award in 2017