**Li Yiyao**

**Mobile:90275236**

**Email:yiyao.li.2016@sis.smu.edu.sg**

|  |
| --- |
| **EDUCATION** |

**Singapore Management University Aug 2016 to Present**

*Candidate for Bachelor of Science: Information Systems*

* Completed coursework (IS): Seminar on Information System Management, IS Software Foundations, Object Oriented Application Development, Data Management, Software Engineering, Process Modelling and Solutions Blueprinting
* Completed coursework (Non-IS): Introductory Statistics, Management Communications, Ethics and Social Responsibility, Business Government Society.
* Expected date of graduation: May 2020

**Junior college**

**Pioneer Junior College Feb 2013 – Dec 2015**

GCE ‘A’ Levels

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

**Hush Puppies Singapore Dec 2012 – Feb 2013**

*Temp Staff at Hush Puppies Jurong Point Branch*

* Carried out logistics work for Hush Puppies retail stores in Jurong Point, specifically in the areas of replenishing and transferring stock.

**Singapore Management University March 2016 - Present**

*Temp Staff at Office of Undergraduate Admission*

* Carried out administrative work for undergraduate admission.
* Assisted in arranging admission interviews for undergraduate applicants.

**Republic of Singapore Army Sep 2015 – Dec 2016**

*Specialist at Training Institute*

* Managed a platoon of 56 recruits as a section commander in Tekong
* Monitored safety of the recruits as a safety specialist during live firing of SAR-21 and Singapore Fragmentation Grenade, as well as field camp to prevent any safety breaches and assist soldiers in handling firearms.
* Appointed as the Learnet IC to assist in creating a digital learning platform for the recruits.
* Appointed as the Detailing IC to assist in creating detailing lists for activities using Excel.

|  |
| --- |
| **CO-CURRICULAR ACTIVITIES & LEADERSHIP EXPERIENCE** |

**Competitions**

* Participated in Table Tennis B Divisions West Zone from 2010 till 2012, achieved Top 4 in West Zone B Division in 2011
* Participated in Table Tennis A Divisions from 2013 -2014

**Table Tennis Jan 2010 – Jul 2012**

* Team Captain – Assisted with training in ensuring team standards, organized team bonding sessions such as 3-day 2-night chalets and outings to improve team cohesion.

|  |
| --- |
| **VOLUNTEERING EXPERIENCE** |

**Starring Camp *2016 25th* July 2016 – 31st July2016**

*Participant*

* Participated in a 3-day 2-night Community Service Camp in SMU
* Volunteered with People’s Association Youth Movement (Buona Vista) in the annual car wash event to raise funds for the elderly homes.
* Volunteered at Swami Old Folks Home, by participating in engaging games and activities with the elderlies to promote a healthy ageing lifestyle.

**Starring Camp 2017 May 2017 - Aug 2017**

*Facilitator*

* Participated in Starring Camp 2017 as a facilitator to share with the incoming year one students the importance of community service.
* Volunteered with People’s Association Youth Movement (Buona Vista) in the annual car wash event to raise funds for the elderly homes.
* Assisted Organizing Committee with the execution of plans for camp activities as well as volunteering sessions.
* Volunteered at Singapore Council for Women’s Organization.

**Project Moolah 2017 23rd May 2017- 25th May 2017**

*Facilitator*

* Participated in volunteer at North Light Secondary school assisted School of Accountancy with the annual Community Service program that educates secondary school students about the importance of savings through engaging activities and games.

|  |
| --- |
| **SKILLS AND INTERESTS** |

* **IT Skills**: Microsoft Word, PowerPoint, Excel, Java, PHP, SQL, JSP, HTML, Microsoft Visio
* **Languages**: Spoken: English, Chinese Written: English, Chinese
* **Interests**: Long distance running, hiking, video gaming, cooking