

Garence Wong Kar Kang

<https://www.linkedin.com/in/garence-wong/>

garencewong@gmail.com

+65 97464247

Information Technology Diploma Specialize in Cloud Computing

Experienc

AsiaPac Technology Pte Ltd — Business Support Intern

Mar 2025 - Jul 2025 | Singapore

Managed end-to-end order operations for large-scale education projects (e.g., IHL 2025): daily order tracking, inventory updates, subsidy/payment verification with schools, and delivery/self-collection coordination

- Handled customer enquiries via email/phone and resolved order discrepancies by coordinating across internal teams and schools
- Prepared and submitted monthly government leasing e-invoices via AGD portal, ensuring compliance and resolving invoicing issues
- Maintained accurate records in an ERP system (invoices, delivery orders, credit notes) and performed Excel-based data validation and clean-up
- Tested Power Automate workflows for data entry, approvals, and automated customer communications (e.g., payment reminders) to reduce manual effort and improve turnaround time

SLR Revolution — Intern

June 2022 - Nov 2022 | Singapore

- Designed product photos and promotional posters for eCommerce listings
- Completed camera product training, supported sales of cameras, lenses, accessories, and audio products
- Conducted stock replenishment and stock-taking to ensure accurate inventory levels

Baxter — Intern (Production/Operator/Engineer)

Aug 2020 - Dec 2020 | Singapore

- Operated line-based production for medical products in a cleanroom environment
- Performed basic troubleshooting and escalated critical equipment breakdowns to minimize downtime
- Ensured compliance with cleanliness and contamination-control standards

Achievement

Director's List Award - Higher Nitec in Security System Integration

Media Literacy Ambassadors - LEAD Programmed

Edusave Certification - Academic Achievement

Skill

- HTML / CSS / JavaScript
- UI/UX (Figma)
- Software Support
- AWS (S3, Lambda, SNS)
- Operations & Administration
- Workflow Automation
- Stakeholder Communication
- Networking & Systems
- MS Excel
- Cloud & DevOps
- SQL
- Data Analysis & Reporting

Education

Information Technology

Ngee Ann Polytechnic

2023 – 2026

Higher Nitec in Security System Integration

Institute of Technical Education

2021 – 2023

Nitec in Mechatronics & Robotics

Institute of Technical Education

2019 – 2020

GCE N-Levels

Fajar Secondary School

2015 - 2018

Interest

- Designing Websites
- Vibe Coding
- Anime

Language

- English
- Chinese