**Personal Particulars**

**Name:** Clara Jiang Tao

**Nationality:** Chinese (Singapore Permanent Resident)

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**Current Salary:**  SGD 3000 + Commission

**Expected Salary:**  SGD 3200

**Notice Period:**  1 month

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**EDUCATION**

**PG Diploma in HR and Talent Management, Singapore Human Resource Institute Sep 2014 – Mar 2015(Expected)**

* To connect organizational excellence to people management by systematically identifying, keeping, developing and promoting the organization’s best people.
* To gain insights on how to enhance employee performance through coaching, mentoring, constructive dialogue, reward system and feedback.
* To understand and create talent management system to significantly improve organization’s return on HR investment.

**Undergraduate, National University of Singapore Aug 2009 – Jul 2013**

* Bachelor of Engineering (Industrial & System Engineering) second lowers with Honors.

**Student Exchange, Autonomous University of Madrid, Spain Jan 2012 – May 2012**

* Initiated and coordinated a bonding event series to engage 253 exchange Erasmus students from over 20 countries, including topics: Asian culture, Education in Asia and Working in Asia.
* Successfully facilitated Chinese language class with a size of 97 exchange students committed for 10 hours.

**WORK EXPERIENCE**

**Associate Recruitment Consultant, Empiric Solutions Singapore Jul 2013 – Present**

* Provide high quality career advice and consultancy service to industry specialists, with a focus in Oil & Gas, Marine, Petrochemical, Manufacturing and other Energy sectors.
* Engage closely with 7 Oil & Gas manufacturing companies across SEA in terms of Talent Acquisition and HR Consultancy, including General Electric, NOV, Aker Solutions and FMC, etc.
* Familiar with the Employee Act and other Manpower Legislations from Ministry of Manpower Singapore to provide basic consultancy service to clients.
* Coordinate with HR and Hiring Manager to align their company's people with the current and future needs of the organization by placing employees in positions that maximize their value.
* Initiate face-to-face meeting with 10 specialists and client representatives weekly in average, to identify new opportunities in different industries and to understand the market trend.
* Work closely with recruitment specialists on Market Analysis from 5 major sources, including OilCareers, Monster, Rigzone, OilandGasJobSearch and Linkedin.
* Responsible for Business Development by engaging new companies for recruitment service or maintain relationship with current clients, and make sure to have 1 new job on-board each day.
* Initiate and maintain good and long-term client relationship with 21 company accounts across Southeast Asia.
* Identify and approach the right-profile candidates via advertisement, Internet database resourcing, headhunting and networking, within 1 week of job release.
* Strictly abide by time plan, screen potential candidates via phone or face-to-face meeting, prepare minimum 2 qualified CVs/day for clients’ review.
* Prepare report on market trend and candidate skill analysis to Client Company within 2 weeks of research, on positions including Project Management, Engineering, Senior Appointments, Commercial and Legal.
* Coordinate with both company clients and candidates to schedule and conduct interview.
* Do market research on salary band and negotiate accordingly for pay and salary structure as well as to finalize the offer between both clients and candidates.
* Handle clients and candidates demand and make sure needs of both parties are fulfilled.

***Reasons of leaving:*** I want to further my career in Human Resource Management, more than solely recruitment.

**Financial Consultant, Great Eastern Life Insurance Company May 2012 – Jul 2013**

* Actively participated in Great Eastern Internship 2012 and acted as sub group leader, gained vast financial knowledge on personal financial planning.
* Demonstrated public speaking skills in front of more than 200 financial professionals and students while giving a speech on Personal Financial Plan from Young.
* Mentored 10 people on individual and government medical financings up to a total premium of $3946.
* Self-motivated to assist in the annual Great Eastern Internship Program 2013 and acted as the General Event Facilitator to 150 students for 2 months intensive program, from scheduling, logistics, coordination between speakers and financial consultants, trip and game organization to career consulting.

***Reasons of leaving:*** Determined to work in the direction of recruitment.

**Internship Operation Associate, Cummins Inc. Singapore Dec 2012 – Jan 2013**

* Pioneered Lean & Six Sigma project in Distribution Center shop floor for optimization of resource usage and work efficiency by coordinating 127 managers and workers on the shop floor.
* Anticipated improvement on safety factor and workflow by a factor of 12.31%.
* Deliver presentation to 127 managers and shop floor workers regarding results finding and improvement methodologies.
* Helped the implementation of Continuous Quality Improvement Program in Distribution Center, and achieved at least 2 improvements from each worker per week.

***Reasons of leaving:*** Internship completed.

**EXTRACURICULUM ACTIVITIES IN UNIVERSITY**

**Public Relation Executive, Community Involvement Club Aug 2009 – Aug 2011**

* Coordinated and assisted in administration with hospitals and care centers for bi-weekly visits to seriously sick elderly.
* Initiated interpersonal relationship and developed skills to deal courteously and professionally with general public.

**Marketing Associate, Engineering Club Aug 2009 – Jun 2010**

* Spearheaded the marketing campaign program for a 2-day school-wide event.
* Yielded up to $10,000 from 20 sponsorships with cold calling more than 200 companies.

**Welfare Executive, American Lindy Hop Dance Club Aug 2010 – Jun 2011**

* Assisted in organization of International Exchange Day event, including 342 participants from 12 school performance and culture groups.
* Performed dancing skills with confidence in front of more than 1000 audiences on 2 occasions.

**Logistic Head, Youth Expedition Project, India Dec 2010 – Jan 2011**

* Organized an overseas community Involvement program - Youth Expedition Project with 19 other NUS students.
* Managed to improve 104 Indian students’ literacy in basic oral and written English in 3 weeks.
* Strengthened adaptation capability in new and less advantaged environment and communication skills with people from different culture and education background.

**AWARDS AND SKILLS**

**Awards**

* Ministry of Education PRC Undergraduate Scholarship holder ($37,000/annum, 4 years.).
* Ministry of Education Secondary and Pre-university Scholarship holder. (Full tuition fee and living allowance, 4 years)

**Language Skills**

* Fluent in English and Mandarin
* Intermediate in Japanese, obtained N3 level in Japanese Language Proficiency Test (JLPT).

**Software Skills**

* Proficient in Microsoft Office and Times Soft.
* Familiar with SAP, Simulation and computer languages including C and C++.

**Hobbies**

* Scuba diving, reading, mountain trekking, traveling and studying languages.