

Ng Kok Jing

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EDUCATION

Singapore Management University | Singapore

Bachelor of Science (Information Systems) | GPA: 3.4/4.0 (Cum Laude)

Expected Graduation, June 2028

Relevant Coursework: Algorithms & Programming, Computational Thinking and Programming, Computing Fundamentals, Web Application Development I, Data Management

WORK EXPERIENCE

Singapore Institute of Management | Singapore

February 2024 - June 2024

Pre-Admissions Coordinator

- **Validated 500+** student applications, ensuring over **90% accuracy** by cross-referencing data with supporting documents, leveraging **Salesforce CRM** to maintain applicant data.
- **Verified 300+** documents using platforms like Zoom, ICA, OpenCerts, and CBSE, identifying and escalating **3 cases of fraudulent submissions**.
- **Collaborated** with internal teams to resolve **discrepancies** and complex application issues, ensuring **timely communication** and adherence to application deadlines.

TECHNICAL PROJECTS

Automated Email Reminder | Personal Project

- Built an email reminder system using **smtplib**, **email**, **datetime** libraries for scheduling and secure email delivery.
- Designed **logging** systems to track email delivery and errors, ensuring reliability and streamlined troubleshooting.
- Integrated CI/CD pipelines with **GitHub Actions**, **YAML**, and **cron jobs** for secure automated deployment.

GPA Report Generator | Personal Project

- Built a Python script to calculate GPA and generate detailed PDF reports with extensive use of the **reportlab** library.
- Added email support via **smtplib** to deliver GPA reports, simplifying academic progress tracking and sharing.
- Wrote unit tests with **unittest** to validate GPA calculations and data handling, ensuring reliability and accuracy.

Expense Tracker | Personal Project

- Developed a C++ command-line expense tracker application using the **CLI11 library** to handle user input smoothly.
- Utilized **CMake** for cross-platform, project, and build simplifications.
- Implemented features to record, display, and calculate expenses for specific months or years with clear CLI commands.
- Designed reusable functions to manage and summarize data about expenses.

SKILLS & CERTIFICATIONS

- **Programming Languages:** C++, Python, Go, Bash, HTML, CSS, SQL

- **Tools and Technologies:** Git, Docker

- **Databases:** MySQL

- **Certifications:** Google IT Automation with Python Professional Certificate, Docker Foundations Professional Certificate