

Leonard Law

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Education

NATIONAL UNIVERSITY OF SINGAPORE

Bachelor of Engineering, Civil Engineering

Second Major in Audio Arts & Sciences

Awards and Accolades:

2nd runner up, Structural Competition, HDB Book Prize (Group)

Singapore, BA

2020 - Present

Experience

CRISTOFORI MUSIC SCHOOL

Music Teacher (Piano and Music Theory)

Singapore

Aug 2020 - Present

- Adapted and developed separate syllabus to cater to each student's interest and capabilities, ensuring that students maximize their potential and enjoyment.
- Advised students and/or parents on practicing methodology, educational prioritization and to ensure self-directed learning.
- Stimulated critical thinking and emotional expression in students through questioning and reflection.
- Taught students beyond syllabus scope, such as classical music appreciation, improvisation, and riffs to keep interest high.
- Coordinated with administrative staff, parents, and students to meet their respective interests.

MINISTRY OF DEFENCE

Human Resource Administrative Assistant

Singapore

Feb 2018 – Feb 2020

- Collected and compiled personnel data and claims digitally via the SAP ERP software.
- Restructured digital and physical documents into accessible and intuitive compartments to maximize workflow efficiency.
- Prepared and monitored digital database replacing legacy and incoming hardcopy documentation meant to improve space efficiency while providing accountability.
- Created and utilized Excel templates for documentation and calculations to handle large data processing requests.
- Assisted in events planning and expedited understudies' competency and familiarity through hands on approach and a structured curriculum
- Facilitated schedule management and workflow of superior during secondary PA appointment

Volunteering

INTERACT CLUB

Member

Singapore

Feb 2016 – Dec 2017

Coordinated and participated in events, working with diverse demographics

XIN XI VOLUNTEERS GROUP

Volunteer

Singapore

Aug 2013

Self-initiated volunteering facilitating event logistics

Skills & Interests

Civil Industry: Autodesk Revit

Data and Computer Science: Python, HTML, CSS, JS, Microsoft Excel

Creative & Arts: Logic Pro X, Pro Tools, Final Cut Pro X

Language Proficiency: English, Mandarin