

LEONARD LAW

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EDUCATION

National University of Singapore **Aug 2020 - Present**
Bachelor of Engineering, Civil Engineering

- Minor in Communications & New Media
- Awards and Accolades: 2nd runner up, Structural Competition, HDB Book Prize (Group)

WORK EXPERIENCE

CRISTOFORI MUSIC SCHOOL, Music Teacher (Piano and Music Theory) **Aug 2020 - Present**

- Adapted, developed and reviewed separate syllabus monthly to cater to each student's interest and capabilities, ensuring students maximize progress and stay engaged.
- Advised students and/or parents on practicing methodology, educational prioritization to ensure weekly self-directed learning.
- Stimulated critical thinking and emotional expression in students through questioning and reflection during weekly lessons.
- Taught students beyond main syllabus scope, such as classical music appreciation, improvisation, and riffs to keep interest high, achieving 0% monthly quit rate frequently.
- Coordinated with administrative staff, parents, and students to meet respective interests, with monthly feedback sessions to exchange concerns.

MINISTRY OF DEFENCE, Human Resource Administrative Assistant **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 during first month to maximize workflow efficiency.
- Prepared and monitored digital database daily, 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.
- Led in events planning and expedited 3 understudies' competency and familiarity through hands on approach and a structured curriculum.
- Facilitated superior's schedule management and workflow during secondary PA appointment, improving daily time efficiency.

COMMUNITY INVOLVEMENT

INTERACT CLUB, Member **Feb 2016 - Dec 2017**

- Coordinated and participated in monthly events, working with diverse demographics.

XIN XI VOLUNTEERS GROUP, Volunteer **Aug 2013**

- Self-initiated volunteering facilitating event logistics for hundreds of guests.

SKILLS & INTERESTS

- Civil Industry: Autodesk Revit
- Data and Computer Science: Python, HTML, CSS, JS, Microsoft Excel
- Creative & Arts: Logic Pro X, Final Cut Pro X
- Language Proficiency: English, Mandarin