



Teo Lian Mao

Information technology student

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PROFILE

Studied in the diploma in information technology course in Singapore polytechnic who has a strong desire for constant learning. Currently waiting for national service enlistment and university admissions. A hard worker and good team player who strives for excellence in every piece of work I do. Has a wide array of useful and relevant skills from education and personal learning such as critical and narrative thinking skills. Has exemplary and exceptional leadership skills together with strong public speaking abilities. Brings quality leadership and all rounded learning to the table.

SKILLS

- Digital Marketing
- Public speaking
- Group Leadership
- Critical Thinking
- Design Thinking
- Javascript programming
- Power BI
- Microsoft Excel
- Microsoft Word

EDUCATION

Singapore Polytechnic - *Diploma in information Technology*

April 2019 - April 2022

Northbrooks Secondary School - *GCE 'O' Levels*

January 2015 - October 2018

AWARDS

- Digital Technology Enterprise Program Completion, Forage - 2020
- Marketing in a Digital World, Coursera-2020
- Diploma in Information Technology- 2021
- 1st Runner up in Chong Pang's Top Speaker-2017
- 6th Place in National public speaking competition-2016

EXPERIENCE

SAFRA National Service Association- *IT Intern*

September 2021 - March 2022

- Mainly touched on 2 fields in the IT department, exposing me to relevant skills and situations to my course of study and any future endeavors of my future IT career.
- Managed the business analytics side to assist in solving business problems using data analysis, statistical models, and other quantitative methods, and to resolve according to the agreed-upon Service Level Agreement .
- My involvement in establishing and revoking user rights, as well as reviewing user access, plays a crucial part in the systematic investigation of an organization's data.
- The following field is cybersecurity with an emphasis on project management. My role is to aid in the resolution of actions aimed at reducing risk that might be exploited by hackers and assisting the organization's growth.
- Adept at managing vulnerability management programs, eg liaising, managing, and administering the Usecure cyber system, or ensuring that security updates are applied in a timely manner, such as compiling and reporting quarterly VAPT scans.

Singapore Polytechnic Japanese culture club - *Head Event Planner*

June 2020 - September 2021

- Planned 16 large scale biweekly culture sessions over course of study, consisting of 40-50 participants
- Launched a social media account of over 2000 active followers to promote sessions .
- Enhanced approval by participants by scheduling on-site service requests, managing show logistics and booth functionality needs to meet demands.
- Coordinated schedules and timelines for all events.
- Organized, coordinated and deployed large scale culture sessions remotely and small scale sessions in person while focusing on delivering quality in learning and enriching.
- Managed event logistics and operations, including around 3, vendor services and 20 volunteers.
- Accurately calculated and processed expenses during and after events.

Northbrooks Secondary School Drama Club - *President*

January 2017 - April 2018

- Authentic and trustworthy
- Supervised and motivated 30 CCA members to achieve optimal productivity in assigned plays.
- Constantly giving great and sustainable ideas to ensure the CCA will thrive
- Exceptional in listening and advising members to do their very best.