

Summary

Passionate about using technology and automation to make tasks more efficient. Ready to adapt and learn new methods to engage in personal growth

Skills**Process Streamlining**

- Created multiple automation scripts (using Microsoft VBA) used across the HR branch of the Singapore Armed Forces Ammunition Command
- Designed a tracking system, reducing the exit clearance generation from 1 week to within 1 hour and reduced the Annual Leave Tracking process by up to 80%

Conflict Resolution

- Achieved high satisfaction by editing servicemen's transcripts to resolve conflicting requirements of both the branch heads and the Commanding Officer of the Unit

Fast Learner and Team Player

- Rapidly established proficiency with Microsoft Office to organize key data in monthly reports
- Employed VBA to streamline data processing and aid with automation of duties for colleagues

Experience**General Affairs Clerk, Singapore Armed Forces Ammunition Command**

Feb 2020 - 2022

- Aided superior in writing reports and collating requests from other branches
- Initiated a system to track HR requirements to keep tabs on problem areas
- Collaborated with 16 different branches to meet KPIs consistently
- Spearheaded the indenting of the care package that was distributed across the Unit

Quartermaster, Media Resource Crew, Anglo Chinese Junior College

2018 - 2019

- Took charge of the school's Audio-Visual equipment list to monitor their condition and replacements
- Liaised with the school's technician to replace and maintain the equipment
- Awarded Outstanding Service by Anglo Chinese Junior College in 2019

Education**Nanyang Technological University**

Aug 2022 - 2026

Bachelor of Engineering in Computer Science**Anglo Chinese Junior College**

2018-2019

Singapore Cambridge GCE Advanced Level

- Distinctions in H2 Mathematics, H2 Physics, H2 Chemistry, H1 Project Work
- 85 / 90 Rank Point

Nan Hua High School

2014-2017

Singapore Cambridge GCE Ordinary Level

- 6 Distinctions
- Awarded SAC Book Prize By Nan Hua High School for outstanding O level performance

Other Awards

- National Youth Achievement Award Scheme (NYAA) - Silver (2017)
- Southwest CDC - CCC Education Merit Award (2018 - 2019)
- Edusave Certificate Of Academic Achievement (2018)
- Singapore Junior Chemistry Olympiad - Bronze (2017)
- Asia Pacific Youth Robotics Competition (APYRC) Winter Games - Silver Medal (2015)

Additional Information

- Fluent in English and Mandarin
- Very passionate about pursuing a degree in Computer Science to practice multiple languages and complete the CS50 course while serving NS despite the lack of formal education