Wai Yan Min Ko Ko

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waiyanminkoko.github.io/portfolio/

EDUCATION

SINGAPORE POLYTECHNIC (SP)   SINGAPORE
Diploma in Mechatronics and Robotics (GPA: 3.85)   *April 2021 – Present*
Secretary & *Community Program Organizer of the SP International Students' Club*

Bukit Panjang Government High School   SINGAPORE
Singapore-Cambridge GCE O-Level Graduate   *January 2019 – November 2020*
MOE ASEAN Scholar (Secondary 3 – Secondary 4)

SKILLS

Technical Skills

C++ Python	HTML, CSS, JavaScript (Basics)	Raspberry PI Programming	Arduino Programming
AutoCAD & Inventor Project Management		Video-Editing (Adobe Premiere Pro)	Prototyping (Figma)
Photo Editing (Adobe Photoshop & Canva)		Programmable Logic Controller	Prompt Engineering

PROFESSIONAL WORK EXPERIENCE

Hwa Chong Institution Boarding School (HCIBS)   SINGAPORE
Head of the Office-Student Assistant Team (Estate Department) (Parttime)   *April 2021 – Present*

- Conducted daily cleanliness and defect inspections across 7 6th-story buildings & other facilities to identify & conduct maintenance on defects & safety issues, ensuring compliance with regulations & boarding school standards.
- Trained 5 NUS students who enrolled as Office Student Assistants & 5 ITE Interns in office duties, student welfare & facilities maintenance to produce great quality work and took care of their welfare, resulting in a 50% decrease in erroneous work and a 100% improvement in producing quality work.
- Streamlined the procedure for the web developer to build and launch the website, saving the web developer 1 week of labor by creating a sitemap plan for Frontend and Backend process of HCIBS internal Defect and Cleaning Report System.

Technology and Trust (TNT)   YANGON, MYANMAR
Parttime Computer Technician & Sales Assistant   *January 2012 – October 2018*

- Assembled, fixed, and upgraded customers' computers and networks to improve the processing speed of PCs, internet and server connections across numerous locations while promoting mutual trust and strengthening business relationships.
- Secured sales and deals with foreign customers by communicating with them in English, increasing sales by 70%.

PROJECT EXPERIENCE

Ecobite - Sustainable Innovation Project   SINGAPORE POLYTECHNIC
Project Head & Prototype Designer   *October 2022 – February 2023*

- Spearheaded a team of 5 to develop a prototype application to address the Sustainable Development Goals of the United Nations (Zero Hunger) by minimizing overbuying and recycling food waste produced by F&B businesses.

Personal IOT Assistant Device (Raspberry Pi)   SINGAPORE POLYTECHNIC
Project Head & Programmer   *October 2022 – February 2023*

- Developed a functional Python program and web application with a partner to automate and regulate the outputs on a Raspberry Pi Board to simulate a smart home environment.

Automated Guided Vehicle (Arduino)   SINGAPORE POLYTECHNIC
Project Head & Programmer, Awarded Top-6 Innovative Designs   *October 2022 – February 2023*

- Designed, Fabricated and Programmed an Automated Guided Vehicle (AGV) model with a unique functional gripper together with a team of 4, that can do pick-and-place and line tracking tasks efficiently, using an Arduino Board and various output shields.

LEADERSHIP EXPERIENCE

Singapore Polytechnic International Students' Club (SPISC)   SINGAPORE
Secretary & Community Program Organizer of the SP International Students' Club   *July 2021 – Present*

- Provide a fun work environment where CCA members across 8 departments can collaborate and accomplish their objectives for all CCA events while tracking CCA matters and taking care of the members' welfare.