Tay Tze Xuan Ryann

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EDUCATION

NATIONAL UNIVERSITY OF SINGAPORE (NUS)   **Aug 2022 - May 2026**
Bachelor of Business Administration, Honours (Distinction)
- Majors in Business Analytics, Finance, Leadership & Human Capital Management
  - Descriptive Analytics with R, Predictive Analytics in Business, People Analytics with Data Storytelling.
  - Corporate Finance, Financial Markets, Sustainability in Finance
  - Human Capital Management, Negotiation & Conflict Management, Management of Employee Relations (Singapore).

WORK EXPERIENCE

ONESYSTEMS TECHNOLOGIES PRIVATE LIMITED
Management Trainee   **May 2025 - Aug 2025**
- Designed and spearheaded OST's company-wide L&D strategy, aligning LMS-driven digital learning with core values and operations; mapped training needs across 112 employees, implemented 6 department-level KPIs (e.g. 100% quarterly completion, 10–20 quarterly learning hours), built a dual LMS and mentorship system, and achieved strong alignment with C-suite criteria—securing greenlight for full organizational rollout.
- Designed and deployed an AI-driven resume screening tool in Visual Studio Code using NLP and semantic matching (via DeepSeek R1/V3 API, all-MiniLM-L6-v2), enabling categorization of 100+ CVs in under 3 minutes with 95% accuracy — reducing manual HR review time by 95% (from 2 hours). Successfully validated integration of large language models, while uncovering system limitations for local deployment due to hardware constraints.
- Extracted strategic insights from high-level internal and external meetings (e.g., Nagasoft, TSG, SP, Sales & Marketing) to align HR, product, and partnership goals — sharpening business acumen, cross-functional awareness, and disciplined strategic note-taking that supported actionable executive planning and collaboration outcomes.

General Human Resource Intern   **May 2024 - Aug 2024**
- Optimized HR operations by automating the home leave application process for over 150 employees through Microsoft Power Automate, integrating Forms, Teams, and SharePoint—reducing request turnaround time from 6 hours to under 4 hours and improving employee satisfaction.
- Led HRIS data migration for over 150 employees into InfoTech HRMS, applying Excel VBA and Python to ensure accurate and secure transfer of sensitive personal data, cutting implementation time by 30% and minimizing data-entry errors.
- Designed and delivered multilingual InfoTech HRMS training materials for over 150 employees from diverse backgrounds using Canva Pro, supporting change management and enabling smooth adoption of the new HR system ahead of schedule.

NATIONAL UNIVERSITY OF SINGAPORE
Teaching Assistant for Talent Management (BMH5109) Module   **Jan 2024 - May 2024**
- Designed and facilitated skill assessments for 48 Master's students using Canvas LMS, Google Forms, and Excel; applied MLQ surveys, learning agility assessments, and personality tests to map individual strengths and weaknesses, enhancing the cohesiveness of 8 student teams.
- Co-developed Talent Management curriculum with Professor, integrating modules on Talent Acquisition, Performance Management, L&D, and Retention; implemented interactive learning activities that drove a 21% uplift in class participation.
- Built a participation and engagement tracking system in Excel to analyze 48 students' performance data; delivered insights that optimized individual learning outcomes and improved overall class effectiveness.

SKILLS/ADDITIONAL INFORMATION

- Proficient in Microsoft Office
  - PowerPoint, Excel, Word, Planner, SharePoint, Power Automate
- 4 Years of Experience in using Canva for Graphic Design and Video Creation
- Technical proficiency:
  - Python, VS Code, Google Colab, GitHub, Gradio, DeepSeek API (R1/V3), Ollama, Cline — used to build AI-driven resume screening and HR automation tools.
  - R, R Studio — used for data visualisation.
- HR Tech proficiency:
  - InfoTech HRMS, SharePoint, LMS platforms (Alison LMS, TalentLMS, Canvas LMS) — applied in digital onboarding, workflow automation, and L&D system implementation.
- Proficient in English and Chinese.