Worksheet for Resume Workshop

6th April 2023

# **Exercise 1: Target Company**

## Company A

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

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| **Company 1 Name:** IBM |
| **Designation of Role Interested:** Associate DevOps Engineer |
| **Job Description:**  • Work along with the Project teams to onboard new squads in the DevOps environment.  • Guiding the continuous integration, continuous deployment and continuous testing.  • Work closely with the development team and operation team to create DevOps strategy and toolset that suits the individual squads.  • Setup, deploy and maintain scalable, high availability systems  • Perform and automate deployment and security hardening of systems  • Automate and build up scalable systems/environment using latest technologies (e.g. Kubernetes)  • Automate security hardening in testing, deployment and production setup based on industrial best practices  • Setup and maintain CI/CD, automated testing, development and delivery environments  • Writing scripts/programs for service monitoring and health check of systems  • Day-to-day monitoring, backup, deployment and maintenance of systems |
| **Job Requirement:**  • Experience with cloud orchestration, configuration management and auto-scaling techniques  • Thorough knowledge of networking, routers, switches, and WiFi setup.  • Good knowledge of storage technologies, such as NAS, SAN, SDS  • Experience with automation tools such as Salt/Chef/Puppet/Ansible  • Experience with load balancing setup for TCP/IP, HTTP, DNS, routings.  • Knowledge of IT security standards, for instance from CIS or IM8.  • Experience on building and developing CI/CD pipeline and workflow (Gitlab CI/CD preferred)  • Good hands-on experience on using AWS Cloud Formation scripts for configuration management and application deployment  • Overall knowledge on one or more of the following programming language (Java, Spring Boot, Node JS, Angular JS, React Native)  • Knowledge on continuous integration, test automation, version control, and software configuration management. |

## Company B

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

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| **Company 1 Name:** Micron |
| **Designation of Role Interested:** Intern – Data Science |
| **Job Description:**  What does the job entail?  Strong desire to grow a career as a Data Scientist in highly automated industrial manufacturing doing analysis and machine learning on terabytes and petabytes of diverse datasets.   * Experience in the areas: statistical modeling, feature extraction and analysis, supervised/unsupervised/semi-supervised learning. Exposure to the semiconductor industry is a plus but not a requirement. * Ability to extract data from different databases via SQL and other query languages and applying data cleansing, outlier identification, and missing data techniques. * Strong software development skills. * Strong verbal and written communication skills. * Experience with or desire to learn: * Machine learning and other advanced analytical methods * Fluency in Python and/or R * pySpark and/or SparkR and/or SparklyR * Hadoop (Hive, Spark, HBase) * Teradata and/or another SQL databases * Tensorflow, and/or other statistical software including scripting capability for automating analyses * SSIS, ETL * Javascript, AngularJS 2.0, Tableau |
| **Job Requirement:**  What are the requirements of the job?  BS in computer science |

## Company C

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

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| **Company 1 Name:** TikTok |
| **Designation of Role Interested:** Backend Engineer Intern (Data Engine Development) ([source](https://www.linkedin.com/jobs/view/3510965436)) |
| **Job Description:**  - Build cutting-edge data systems to handle huge amounts of data every day, to empower our products.  - Identify performance bottleneck and optimize our next-generation distributed data processing architecture on our state-of-the-art hardware.  - Be a part of these unprecedented projects, such as cloud-native analytical database, stream-processing engine, and distributed storage. |
| **Job Requirement:**  - Undergraduate or Postgraduate currently pursuing a Degree/Master/PhD in Software Development, Computer Science, Computer Engineering, or a related technical discipline;  - Passionate with low level languages such as C/C++ and assembly. Able to create a proof-of-concept quickly, as well as writing code for real systems in production.  - Familiar with Intel x86 architecture, Linux, and tools for performance profiling and analysis.  - Good communication, strong analytical thinking, and exceptional attention to detail. |

## Company D

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

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| **Company 1 Name:** Singtel |
| **Designation of Role Interested:** Associate Engineer ([source](https://www.linkedin.com/jobs/view/3494530173)) |
| **Job Description:**   * Participate and collaborate on design and solutioning. * Administer CRM/CPQ environment(s) * Perform configuration and customisation based on agreed design. * Convert end user requirements into technical documents for developers (onshore and offshore if applicable). * Keep up to date with SFDC product developments (new acquisitions, features and functions that can add value to business * Develop, test, and document all implementation work rigorously and accurately |
| **Job Requirement:**   * Diploma in Computer Science (or related) from a reputable Polytechnic (graduated within recent 3 years) * Able to start work on 1st June 2023 |

## Company E

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

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| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What is the requirements of the job? |

# **Exercise 2: Your KSAEE**

What is your KSAEE? Take 2 Minutes to Reflect - What is something that you may be better than average people? What is something that company should hire you for? Please write in bullet form.

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| **Knowledge:**  The theoretical or practical understanding of a subject. Having knowledge doesn’t mean you can apply it. | * Computer Engineering & Hardware * Business Statistics * Cloud Computing * Windows (DOS-based) Administration * Infocomm Security * Network Security |
| **Skills:**  The proficiencies developed through training or experience. Skills are the one | * Deep Learning Engineering & Programming * Design & UIUX * Governance, Risk & Compliance |
| **Abilities:**  The qualities of being able to do something. If is usually innate or being internalised | * Machine Learning Engineering & Programming * Big Data * Data Analysis * Microsoft Excel * Digital Transformation / Digital |
| **Experience:**  Something that you have gone through repeatedly over a period | * Web Development (Personal, Infospace Internship) * Linux OS Administration & Management (Personal) * Robotic Process Automation (Infospace Internship) * People Management & Events Management (Church Usher/ Church Events) |
| **Expertise:**  Something that you are very good at, and people regard you as the top few echelons in the field (optional) | * Fine Crafting (Origami & Needlework) * Python Programming |

Example:

**Knowledge:** You have knowledge in and is fully aware of the road rules and know what each of the button do in a car.

**Skills:** You practice your driving skills in a controlled environment

**Abilities:** You get your license by demonstrating your knowledge and skills in an uncontrolled environment

**Experience:** Your ability to drive improve each time you drive it slowly build into your muscle memory

**Expertise:** You have been driving for many years now over many cars. You know the in and out of the cars and even know the different engines and know how to repair and fix cars. You are now an expert.

# **Exercise 3: Your Personal Summary (15 Minutes)**

Please select a role that you have identified in Exercise 1. Please write a Summary from your KSAEE that fits the role. Try to have 4-5 points that can highlight / amplify your KSAEE

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| *Try to have 4-5 points that can highlight / amplify your KSAEE that is relevant to the Job Description*  Target company & role: TikTok, Backend Engineer Intern (Data Engine Development)  Summary for this:  - Equipped with abilities in Machine Learning, Big Data & Data Analysis  - Skilled in Deep Learning & application of Deep Learning in data analysis  - Has years of expertise in Python Programming & created numerous projects based on Python  - Advanced experience in web development, Linux & Robotic Process Automation  - Possesses knowledge in cloud computing & network securities  - |

# **Exercise 3A: Your Personal Summary (Long Form) – To do at Home.**

You can put at your LinkedIn page and ask your personal mentor or LinkedIn mentor to help you with vetting.

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| *Try to have 3 Short Paragraph* |

# **Exercise 4: STAR Statements**

Please think of a contract, part-time or internship position). Please use that and write 3 – 4 STAR Statements in bullet form for the past role you had.

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| Company: Infospace Pte Ltd | Duration: 7 March 2022 – 27 May 2022 |
| Role: Student Intern | |
| *Please use that and write 3 – 4 STAR Statement for the Role.*   * IT team has basic RPA bot that collects data every day for reporting, required it to be upgraded, upgraded RPA bot in UiPath Studio, using existing documentation left by previous intern, produced better & robust RPA bot that gave more robust & readable results after each run. * Supervisor wanted new perspective for data collection, tasked to create RPA bot out of Python that reads Outlooks & writes to Excel files stored on cloud, using Python IDLE & third-party libraries for communication between Python & Excel, produced basic RPA bot out of Python that is 5 times faster than UiPath RPA bot. * Client wanted internet connection to all cubicles in used office building, required installation of new local area network in office building, installed & tested new Ethernet lines & new routers, resulting in working internet. * A | |